

SUTTON OLD PEOPLES' WELFARE COMMITTEE

Health and Safety Policy and Procedures

This policy applies to all staff, volunteers, trustees, users and the general public.

The Purpose of the Policy

This policy has been drawn up in response to and in accordance with the Health & Safety at Work Act 1974.

The trustees of Sutton Lodge recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, trustees, users and the general public.

Trustees and staff will, so far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of equipment and systems of work that are safe and healthy.
2. Involving and motivating staff and volunteers in health and safety matters.
3. Controlling situations which may threaten life, health or property.
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

The Board of Trustees is responsible for the safety in Sutton Lodge and will monitor the policy and it will be reviewed annually. The Board of Trustees will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. Information and training for staff and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

The safety officer is the Centre Organiser whose responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation; and reports directly to the Management Committee. The safety officer, with a view to prevention of future occurrences will carry out full investigations of accidents.

Procedures

The Centre Manager has the responsibility to provide leadership and to promote responsible attitudes towards health & safety. The manger will ensure that all staff and volunteers are given induction training into health and safety procedures. All new staff and volunteers will be shown the location of first aid boxes, fire exit doors, and fire fighting equipment. Staff will ensure good housekeeping standards. They will review periodically all new and existing equipment with reference to mechanical and operational safety and carry out regular safety checks and audits.

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow Sutton Lodge's procedures, to report any incidents that have or may have led to injury or damage. All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements to the Manager.

Accidents

In the event of an accident all staff and volunteers must report the full details to the manager who will record the incident in the accident book. The safety officer will regularly inspect the record. The accidents will be reported to the inspecting authority as and when necessary. The safety officer will investigate all accidents. The safety officer will ensure that necessary action is taken to prevent recurrence.

First Aid

During induction all staff and volunteers will be shown the location of the nearest first aid box. First aid boxes will be placed in appropriate places and clearly signposted. Training will be provided for named staff on first aid on an annual basis. Names of first aiders will be posted on notice boards.

Fire

Fire exits must be kept clear from obstruction. Fire doors must be kept always shut. Fire regulations are detailed throughout the building.

Water safety

Water utilised at the Lodge has the potential to cause harm to staff and to our members. To help alleviate this risk a separate water safety policy is to be maintained.

Electrical Equipment

All electrical equipment is PAT tested on an annual basis by our trained caretaker. No volunteers or staff are allowed to handle electrical equipment without authority from the manager. Safety procedures regarding electrical equipment are displayed in the kitchen area.

Risk Assessments

Risk Assessments are carried out annually in order to remove hazards or minimise the risk to an acceptable level.

VDU Users

Staff who are identified as spending most of their time using computers will be given a free annual eye test. The organisation will pay for this. They will also be provided with statutory information on VDU use. An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, footrests and support for typing.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible safer alternatives found. If this is not possible, then substances will be labelled and stocked safely.

Manual Handling

It is made clear on signage and on risk assessments the policy that is adhered to regarding manual handling.

Fall Prevention

Measures are implemented to prevent falls in Sutton Lodge eg non-slip flooring, proper lighting, and staff training to prevent accidents and falls.

Infection Control

Measures to prevent the spread of infectious diseases (e.g., COVID-19, flu) including hand hygiene, sanitisation practices, and protocols for isolating symptomatic individuals.

Emergency Procedures

Detailed protocols for handling medical emergencies, including CPR and first aid procedures, and the process for summoning emergency services

Transportation Policy

Guidelines are available for safe transportation of elderly individuals to and from Sutton Lodge and elsewhere, if required, including wheelchair access and safety measures. All volunteer/staff drivers must complete a daily vehicle check and Driver annual risk assessments are carried out and signed off by SOPWC and LBS. All drivers must have a full driving licence that is up to date and be legally permitted to drive the vehicle they are driving. Appropriate evidence is maintained by SOPWC.

Monitoring and Review

This policy will be reviewed annually or sooner if there are changes to relevant legislation, guidance or organisational needs. Any updates will be communicated to all staff and volunteers.

R. Barai

Approved by: [R.Barai \(Mar 2, 2025 22:41 GMT\)](#)

[Name] Chair, SOPWC

Date: Mar 2, 2025

Effective Date: Mar 2, 2025

Review Date: Mar 2, 2026