

1 POLICY STATEMENT

Diamonds in the Community (DITC) accepts its statutory responsibility for ensuring the health, safety and welfare of all employees, volunteers, contractors and members of the public who may be affected by its activities. This policy sets out the way that DITC will work to promote high standards of health and safety.

All staff and volunteers have responsibilities to ensure that DITC activities are carried out in a safe manner which considers the health of those it is working with in line with statutory requirements

1.1 AIMS

DITC has set the following health and safety aims:

- To develop a positive health and safety culture in all activities which promotes a proportionate attitude to health and safety management.
- To promote a continuous improvement approach to health and safety management.
- To provide strong health and safety leadership to ensure occupational health and safety is considered when planning how we do our work.
- To adopt a systematic approach to health and safety that identifies and assesses the risks created by its activities with the aim of treating the risks identified in an appropriate manner.
- To encourage safe behaviour of our employees, volunteers, contractors, service users and members of the public.
- To ensure that staff and volunteers are appropriately trained in order to perform the functions required of them.
- To provide effective consultation, participation and co-operation with all employees and volunteers about the health and safety issues arising from our actions
- To ensure all employees and volunteers are properly informed of their respective responsibilities for health and safety and discharge them effectively. Everyone is encouraged to contribute and participate in the prevention of accidents and the promotion of good health.
- To ensure that adequate resources are provided to achieve high standards of health and safety compliance.
- To actively monitor health and safety performance in order to provide assurance and to further drive continuous improvement.
- To ensure that adequate escalation and scrutiny procedures are in place to deal with health and safety issues.

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1.2 OBJECTIVES

DITC has set the following key health and safety objectives:

- Report, record and measure incidents reported, to ensure incidents and trends are monitored and acted upon as required following any investigation to reduce risk to staff and others affected by our activities.

1.3 EMPLOYEE & VOLUNTEER RESPONSIBILITIES

It is the duty of each employee / volunteer to:

- Fully understand their health and safety responsibilities and review these with the manager on an ongoing basis.
- Take reasonable care of their own health and safety, and that of those who may be affected by the work they are doing.
- Fully co-operate with management and to work in accordance with instruction, safe working methods and training received.
- Report any incidents (including near misses), and unsafe conditions or practices promptly.
- Formally highlight any perceived health & safety risks and issues pertaining to their area of work to their line manager.

2. HEALTH & SAFETY RESPONSIBILITIES

2.1 MANAGER

The Manager will ensure that:

- The Health and Safety Policy is fully understood and effectively implemented.
- Adequate resources are made available, including equipment and training, to maintain effective health and safety compliance in line with the requirements of this policy, and all associated statutory requirements.
- Assurance is in place to ensure that all staff & volunteers understand their health and safety responsibilities and review these on an ongoing basis.
- Good health and safety management is integrated with business decisions, including a balanced consideration of health and safety risk issues.
- They formally highlight any perceived health & safety risks and issues that require action and identify corrective and preventive actions .
- All appropriate risk assessments and associated documentation are completed in consultation with employees and reviewed appropriately. Ensure that these documents are approved and

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signed off by all appropriate employees and that proof of understanding exists prior to them undertaking the associated tasks.

- A record of all sign-offs is available in order to provide assurance.
- They proactively monitor incidents and near misses to identify and implement actions to reduce reoccurrence. Proactively monitor behaviours to ensure safe ways of working are implemented.
- They encourage the development of an open health & safety culture that sees proactive health and safety behaviour and reporting as an integral part of all daily work tasks.
- All employees and volunteers comply with the Health and Safety Policy, procedures, risk assessments, and associated documents e.g. Safe Working Methods (SWM), Personal Protective Equipment Guidance Form (PGF), Toolbox/Safety Talks, as they carry out their work activity.
- All work with partner agencies is carried out in line with the requirements of this Health & Safety policy, and any requirements of the partner agency. If there is any conflict between the two, advice should be sought.
- They identify the need for instruction and training in their section and assist in the organisation of training to ensure employees are competent to carry out their work in a safe manner. This must include appropriate induction training prior to employees commencing work.
- Suitable, fit for purpose PPE is provided to employees in a timely manner and that employees are maintaining the equipment in a suitable manner.
- There is adequate provision made for maintenance of all plant, vehicles and equipment, including portable electrical, lifting equipment, hired equipment, etc.
- Arrangements for the safe use, handling, storage, conveyance and disposal of articles and substances as per current Control of Substances Hazardous to Health (COSHH) Regulations are complied with and monitored.
- The Incident Reporting Procedure is followed and promoted.
- They demonstrate leadership by setting an exemplary standard in the management of health and safety issues.
- They monitor and act on staff health and safety concerns and ensure that preventive and corrective actions are implemented.

2.2 EMPLOYEES/VOLUNTEERS

Within their area of responsibility, employees will ensure that they:

- Read and fully understand their obligations in relation to this Policy and all associated documentations relevant to their work activities and sign that they understand it and will comply with them.
- Engage with the development of risk assessments and associated documents, and then confirm evidence of understanding of these by signing off.
- Comply with all risk assessments and associated health and safety documentation during all work activities.
- Comply with any procedures put in place to protect health and safety of the employee and others around them.

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- Behave in a manner that does not unduly endanger their own health and safety or that of any fellow employee or any member of the public who may be affected by their acts or omissions.
- Do not interfere with or misuse anything provided to them in the interest of health and safety when engaged in all work activities.
- Report any incidents, near misses, unsafe conditions or practices to management promptly. It is important to note that this clause refers to all incidents, near misses etc. including those out with their direct area of responsibility.
- Use Personal Protective Equipment (PPE) provided at all times in accordance to the risks presented during work tasks, and that it is looked after and stored appropriately so it remains fit for purpose.
- Report any issues of colleagues, contractors and service users behaving in an unsafe manner to management.
- Formally highlight any perceived health & safety risks and issues that require action and identify where possible any corrective actions.

3. HEALTH & SAFETY MANAGEMENT ARRANGEMENTS

3.1 EMERGENCY PROCEDURES

The Management of Health & Safety at Work Regulations 1999 requires procedures to be established where there is a serious and imminent danger to employees or other persons.

The Manager will be responsible for ensuring suitable systems and procedures are in place for the building(s) in their responsibility.

Each employee has a responsibility to look after their own health and safety. If an employee feels that they are in serious or imminent danger, they should cease work, take whatever action is required to remove themselves from harm and report the issue to management immediately.

3.2 INCIDENT REPORTING & INVESTIGATION

All incidents and near-misses must be reported to management.

It is important that all incidents and near misses are reported for the following reasons:

- To prevent reoccurrences of similar incidents to protect personnel and the public
- To fulfil legal obligations to report certain incidents
- To reduce the costs incurred as a result of incidents.

3.3 RISK ASSESSMENT

The most effective method of achieving high standards of health and safety is to anticipate the effect of work activities on people and premises prior to commencement.

The Management of Health and Safety at Work Regulations 1999 require risk assessments to be conducted and it is the responsibility of the manager to ensure these assessments are carried out.

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All employees and volunteers must read and understand risk assessments (RA's), safe working methods (SWM's) and guidance relating to the tasks required by their work.

Once employees have been taken through all relevant risk assessment(s) and are confident that they understand, they will sign and date the recording sheet.

Risk assessments will be reviewed and, where necessary, revised at regular intervals with sign off by employees on each occasion, the frequency of these reviews depend on the nature of the hazards and risks encountered. The assessments will also be reviewed and modified at other times, including:

- Changes in legislation
- Where significant changes are made to the activity or workplace
- Following an incident or near miss

All Risk Assessments will be subject to document control procedures and held centrally to ensure all staff have access to them.

3.3 INFORMATION, INSTRUCTION AND TRAINING

DITC recognises the importance of having well informed and competent employees and volunteers if it is to achieve a safe working environment. All employees and volunteers will receive health & safety training as part of an induction programme. This will include, but is not limited to:

- The action to take in the event of serious and imminent danger from fire and other incidents, including their role in the emergency evacuation procedures.
- Any specific skills/knowledge necessary to work safely, such as safe lifting and handling and operating equipment as identified in risk assessments for activities undertaken by the employee.

The effective communication of policies, procedures and safe working practice will assist in achieving high standards of health & safety performance.

Information, instruction and training will be provided in a way that is easily understood and takes into account the intended audience.

3.4 PARTNERSHIP WORKING

Where DITC volunteers and employees are working with other agencies, management should ensure they are clear on any health and safety processes which may need followed to comply with the other agencies policies, provided this is no less than the standard set in DITC policies. Any employees from partner agencies will also adhere to DITC policies, and these should be drawn to their attention by the manager.

4. POLICY REVIEW

This policy will be reviewed and modified as required. Such review shall happen at least annually in line with legislation.

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This policy and any formal revision of it will be drawn to the attention of every employee and volunteer. The content of supporting policies and guidance documents produced will also be drawn to the attention of all relevant employees.

Any changes made to this Policy will be approved and in consultation with all appropriate interested parties .