

# HEALTH AND SAFETY POLICY


Policy Title	Health and Safety Policy
Issue Date	15 <sup>th</sup> April 2024
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Review Date	15 <sup>th</sup> April 2025






**Autism & ADHD**  
**HEALTH AND SAFETY POLICY**

1.	<b>Purpose</b>
	<p>The Umbrella Hub Community CIC accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees, volunteers, guests etc while in the organisation's premises or on organisation business.</p> <p>The Umbrella Hub Community CIC also recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.</p> <p>Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.</p> <p>To this end The Umbrella Hub Community CIC will:</p> <ul style="list-style-type: none"> <li>• Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy</li> <li>• Consult with our employees and volunteers on matters affecting their health and safety</li> <li>• Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety</li> <li>• Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.</li> <li>• Ensure that minimum standards that will be adopted by the Organisation are those required by law, although the Organisation will always seek to exceed these where there is a demonstrable benefit.</li> <li>• Provide so far as is reasonably practicable a working environment,</li> </ul>

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	<p>equipment and systems of work which are free from hazard and without risk to health.</p> <ul style="list-style-type: none"> <li>• Ensure all employees and volunteers are competent to do their tasks, and to give them adequate training.</li> <li>• Minimise the risk of accidents and cases of work-related ill health</li> <li>• Maintain safe and healthy working conditions</li> <li>• Provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees and volunteers.</li> <li>• Ensure that the premises under the Organisation's control are maintained as far as is reasonably practicable, safe and without risk to health and with adequate access and egress.</li> <li>• Make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees' and volunteers welfare at work.</li> <li>• Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or other emergency.</li> <li>• Make risk assessments periodically and issue corrective instructions</li> <li>• Ensure Health and Safety encourages direct service user involvement through provision of information literature and reporting systems.</li> </ul> <p>The day-to-day administration of the policy shall be the responsibility of the Directors Onitha Jarrold and Rebecca Batchelor. They may, in clearly defined terms, delegate such authority in writing to the staff member of any of the premises administered by the Organisation. They shall be responsible for bringing such items as are covered by the Health and Safety at Work Act, 1974, and by this policy, to the attention of the Board.</p> <p>The day-to-day responsibility for safety in the premises will be vested in the respective duty staff and or activity leaders according to the circumstances of the respective venues. They shall be responsible for ensuring that any known safety defects or deficiencies are rectified or are brought to the attention of the Directors. The Directors shall be responsible for ensuring the periodic testing and recording of the test of the fire appliances and the emergency escape</p>
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	<p>procedures.</p> <p>This Policy is written with particular consideration to the following legislature and regulations and The Umbrella Hub Community CIC believes that this policy meets the following listed requirements:</p> <ul style="list-style-type: none"> <li>• H&amp;S at work act 1974</li> <li>• Equality Act 2010</li> </ul>
<b>1.1</b>	<b>Delegated responsibilities</b>
	<p>The overall responsibility for Health and Safety has been delegated to the Chief Executive by the Board.</p> <p>The Chief Executive has the right to vary in writing, these responsibilities at any time.</p>
<b>2.</b>	<b>Persons affected</b>
	<p>This policy applies to all staff, paid or unpaid, users and guests.</p> <p><b>Contractors</b></p> <p>All contractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy for Health and Safety.</p> <p>All sites which are not The Umbrella Hub Community CIC premises on which volunteers and staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy on Health and safety.</p>
<b>3.</b>	<b>Definitions</b>
	<p>This policy is to be read in conjunction with the following policies and procedures:</p>

	<ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Lone Working</li> </ul>
4.	<b>Responsibilities</b>
	<p>The Umbrella Hub Community CIC, in accepting its responsibilities, calls upon employees, volunteers, users and guests to:</p> <ul style="list-style-type: none"> <li>• take reasonable care of their own health and safety and of the health and safety of their fellow employees, volunteers and visitors to the Organisation's premises who may be affected by their acts and omissions.</li> <li>• report all health and safety concerns to the Directors.</li> <li>• cooperate with the senior staff in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures</li> <li>• not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health, safety or welfare.</li> </ul> <p>The Organisation reserves the right to discipline persons contravening any of the sections above.</p>
5.	<b>Procedure</b>
	<p>It is the responsibility of all employees, volunteers, users and guests to:</p> <ul style="list-style-type: none"> <li>• assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the Organisation's or other premises.</li> <li>• familiarise themselves with all aspects of the Organisation's Health and Safety policy</li> <li>• obey all instructions given by the Organisation Management, for the protection of its employees and guests.</li> <li>• undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.</li> <li>• adhere to the Manufacturers, Suppliers and Organisational instructions when using lifts, hoists and all forms of electrical and mechanical</li> </ul>


	<p>equipment used on Organisation or others premises.</p> <ul style="list-style-type: none"> <li>• use protective clothing, safety guards and all other aids supplied by the Organisation for specific tasks.</li> <li>• study and be familiar with Organisational regulations in regard to Fire Precautions and other emergency procedures.</li> <li>• be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.</li> <li>• ensure that items of personal electrical equipment used on the premises have first been tested by the maintenance adviser and authorised as safe to use. This is for insurance purposes.</li> <li>• ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.</li> <li>• not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or stair wells.</li> </ul>
6.	<b>Misuse of Alcohol, Drugs and Substances</b>
6.1	<b>Introduction</b>
	<p>The Organisation recognises alcohol, drug and/or substance misuse or dependency as primarily a health related and social problem requiring specialist counselling and/or treatment. You should feel assured that any problem you may have will be dealt with in a fair and sensitive manner. Employees who know or suspect they have an alcohol-related problem are expected to seek specialist help voluntarily and can be advised where this may be obtained.</p> <p>The Organisation expects employees to take a responsible attitude towards alcohol, drugs and substances, and maintain an acceptable standard of conduct at all times. This requirement extends to any events and functions which take place at the College or at which staff represent the Organisation.</p>

6.2	<b>Definitions</b>
	<p>"The consumption of alcohol to the extent that it affects an individual's work performance, normal social behaviour at work, attendance or the safety of themselves and/or others."</p> <p>"The taking of drugs and/or substances by an employee other than drugs prescribed as medication, which adversely affects, as determined by their manager, their performance, conduct, attendance or their colleagues at work."</p>
6.3	<b>Use of Alcohol, Drugs and Substances</b>
	<p>Under the Misuse of Drugs Act 1971, it may be an offence for employers to knowingly permit the use, supply and production of illegal drugs on their premises.</p> <p>On premises that are owned/managed by the Organisation, there exists a duty defined within the law that might require immediate action to be taken to prevent the sale, supply, possession or consumption of illegal substances and some substances that could be deemed harmful e.g. solvents.</p>
6.4	<b>Expected Standards of Behaviour</b>
	<ul style="list-style-type: none"> <li>Alcohol consumption is an accepted part of social life and is normally a personal matter. However, when alcohol use impairs performance, safety or interpersonal work relations, it becomes a matter of concern to the Organisation.</li> <li>If your performance, behaviour or attendance at work is affected by alcohol, drugs and/or substance, and you refuse to seek specialist help, you will be subject to disciplinary action on the grounds of misconduct or capability.</li> <li>If you drive as part of your job you should ensure that you do not have</li> </ul>



		<p>alcohol levels above the legal limit or you will be subject to disciplinary action.</p> <ul style="list-style-type: none"> <li>• The above bullet point also applies to non-prescribed drugs or prescribed drugs that prevent driving during the period in which they have been prescribed.</li> <li>• An incident relating to drug and/or substance misuse may be considered a disciplinary offence and be treated as such.</li> </ul>
	6.4	<b>Manager's Responsibilities</b>
		<p>It is a manager's responsibility to act promptly if they consider there is an alcohol, drug and/or substance misuse problem and to continually monitor an employee whom they consider may have such a problem. Personal liability is also in question under Sections 7, 8, 36 and 37 of the Health and Safety at Work Act 1974.</p>
	6.6	<b>Support Provided by the Organisation</b>
		<p>The Organisation recognises alcohol, drug and/or substance misuse or dependency as primarily a health related and social problem requiring specialist counselling and/or treatment. You should feel assured that any problem you may have will be dealt with in a fair, sensitive and confidential manner. If you feel you have a problem related to alcohol, drugs and/or substances, you should discuss this with the Directors, who will keep such a discussion in strictest confidence. The Directors will discuss this with you and agree on options available for help.</p> <p>The Directors may also subsequently refer you for counselling and advice on alcohol, drug and/or substance misuse problems and where to go for help. Absence from work for counselling or treatment will be recorded as sick leave.</p>

		<p>If you fail to undergo treatment it may lead to disciplinary action.</p> <p>If a relapse in the drug misuse problem occurs after counselling or treatment, then the resulting management action will be decided on the merits of the case.</p> <p>Every effort will be made to ensure that an employee undergoing counselling or treatment for alcohol, drug and/or substance misuse problems is retained in their original job with no prejudice to promotional opportunities or other benefits, provided that work performance and attendance record return to, or remain at, a normally acceptable level.</p>
	6.7	<b>Confidentiality</b>
		Details of alcohol and drug misuse problems experienced by employees will be retained in the strictest confidence.
7.		<b>Covid19</b>
		<p>To follow the guidelines as listed in Coronavirus Act 2020.</p> <p>This includes but not restricted to:</p> <ul style="list-style-type: none"> <li>● Complete a risk assessment where required</li> <li>● Remain at least 2 metres apart if meeting face to face</li> <li>● Where possible hold meetings either by phone or via zoom or similar</li> <li>● Where possible wear a mask</li> <li>● Wash hands regularly and clean surfaces regularly using antiseptic wipes</li> </ul> <p>More information can be found at  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p>
8.		<b>Verification</b>
		A task group comprised of Advisory Board members will make a personal inspection of the appropriate premises, procedures and records.

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Approved by	
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Position	
Date	