Health and Safety Policy

General statement of policy

Street Kids Direct is Registered Charity in England and Wales (Number 1102894) and is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and office volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors and to co-operate with the Trustee Board and its officers to enable it to carry out its responsibilities.

Radio Christmas is a project of Street Kids Direct and so this policy covers the project in its entirety.

In particular staff and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time.

- adhere to safety procedures laid down by Street Kids Direct from time to time, and conform to all instructions given by those with a responsibility for health and safety.

- record all accidents, near miss occurrences and hazardous situations in the Health and Accident Book and report to the next staff meeting.

- meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

1. Organisation and responsibilities

1.1 Trustee Board

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint one person who will take the responsibility for drawing to the attention of the Trustee Board, staff and office

volunteers any health and safety matters that need to be discussed and/or acted upon.

1.2 Delegated responsibilities

Duncan Dyason, the charity Director, shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation and is defined in this document as the Health and Safety Officer. In particular he will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by Street kids Direct and its partner organisation SKD Guatemala
  - – ensuring that staff are provided with suitable seating and appropriate computer work stations
  - – ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, etc.
  - – ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained
- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on “Health and Safety Law” is displayed
- making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring staff and volunteers are given a copy of this Policy and understand its contents; ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the Trustee Board, Chief Officer and staff any new legislation on health and safety relevant to the work of Street Kids Direct
- drawing to the Trustee Board’s attention any matters with which s/he is unable to deal.

1.3 Staff and office volunteers

All staff and office volunteers have a responsibility to:

- read and fully understand the Street Kids Direct’s Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from the Health and Safety Officer
- co-operate with the Trustee Board and the Health and Safety Officer as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to the Health and Safety Officer within 24 hours any accident occurring:
  - on the premises
  - off the premises whilst acting on behalf of Street Kids Direct
- bring to the notice of the Health and Safety Officer any potentially dangerous circumstances that the employee is unable to put right.

1.4 Review

The Health and Safety Officer will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every 3 years and will be subject to approval by the Trustee Board.

2. General arrangements

2.1 Accidents, near-miss occurrences and hazardous situations

Street Kids Direct has a Health and Safety Accident Book located in the SKD Guatemala office, 5a Avenida “A” 2-54, Zona 9, Guatemala City, Guatemala and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the Health and Safety Officer or in his absence to the Administrative Director. In addition to reporting accidents it is equally important to report near misses and potential hazards so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book the Sheet must be removed and stored separately, e.g. in the personnel file.

It is the responsibility of the Health and Safety Officer to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Health and Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

(a) fatal accidents
(b) major injury accidents/conditions
(c) dangerous occurrences
(d) accidents causing more than 7 days incapacity for work
(e) certain work-related diseases.

A First Aid kit is available the SKD Guatemala office

2.2 General fire safety

Health and Safety Officer is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. The Health and Safety Officer also undertakes a Fire Risk Assessment for the building.

All staff must also read and understand the Fire Procedure. A fire notice is located in the SKD Guatemala office.

3. Personal safety

3.1 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.

3.2 All windows and entry doors will be lockable.

3.3 Staff who are going to be away on Street Kids Direct business should make it clear to other staff (and put in diary) where they will be, how long for and how they can be contacted.

3.4 Staff should inform the office who they wish to be contacted in the event of an emergency giving contact details.

3.5 Staff who carry money for Street Kids Direct have the right to be accompanied by another person.

3.6 Visits to the bank should not be at a regular time.

3.7 Staff should not put themselves at risk on account of Street Kids Direct's property.

3.8 All incidents of aggression or violence and any threat to personal safety should be reported to the Health and Safety Officer and recorded in the accident book.

3.9 Staff should be vigilant with regards to terrorist incident warnings – e.g. unattended bags.

4. Stress management

4.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

The responsibility for reducing stress at work lies both with employer and employee. Employees should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

If an employee is suffering from stress at work, they should discuss this with their line manager or the Health and Safety Officer at the first opportunity. Where practicable and reasonable, Street Kids Direct will seek to provide assistance to the employee.

Street Kids Direct will do all it can to eradicate problems relating to stress at work.

This policy was reviewed in September 2021 and will be reviewed again in November 2022

HEALTH AND SAFETY POLICY CHECKLIST	
Training All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will b discussed at staff meetings and supervision sessions. The Health and Safety Officer will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building. The following is a list of things to be checked in Street Kids Direct's office every six months.	
Check: **Date:**	
Workstations (incl. Display Screens) are safe. (Follow separate checklist *VDU Workstati Inspection Checklist)*	
User takes regular breaks from long tasks/positions and ensure VDU users are aware of availability of FREE eye tests. (Follow separate checklist *VDU Workstation Inspectio Checklist)*	
Lighting is adequate (e.g. no glare should be transmitted)	
Environment (noise levels, temperature, humidity, any anti-static device).	
Staff have been appropriately trained to carry out their tasks.	
First Aid Box is in place and adequately stocked.	
Accident Book and procedure is in place and staff are informed of these.	
Exits and walk-ways are kept clear and accessible to wheelchair users.	
Electrical and other equipment are safe to use and are not being misused.	
Power sources are safe to use and are not misused.	
No trailing wires and damaged floor coverings.	
Warning notices, where necessary, are clearly displayed.	
Heavy or dangerous items are not stored above shoulder height.	
Heavier items are stored in lower drawers of filing cabinets.	
Step ladders are provided and used where necessary.	
Hazardous materials (e.g. cleaning fluids) are stored properly and are clearly marked.	
Staff/volunteers are not expected to lift heavy items above their individual capability.	
Security/confidentiality arrangements are adequate (e.g. place for valuables)	
Office procedures relating to hygiene and cleanliness are complied with.	