

Health, Safety and Wellbeing Policy

Purpose

Age UK Croydon is an equal opportunities employer and any discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation will not be tolerated.

Age UK Croydon (AUKC) will ensure, so far as is reasonably practicable, the health, safety, and wellbeing of all members of staff, volunteers and others who come into contact with our organisation's activities and to also exercise its duty of care in respect of the health and safety of all persons visiting AUKC premises.

AUKC's principal health, safety and wellbeing objectives are to avoid all accidents and to ensure no one suffers ill health as a result of working for, or receiving a service from, AUKC and to consult with our staff volunteers and participants on matters affecting their health and safety.

Scope

This policy applies to all employed staff and volunteers: All staff and volunteers will read this policy as part of their induction. It will also be displayed for all service users.

Definitions

- The "Organisation" refers to Age UK Croydon (AUKC)
- "Employee" refers to any worker, whether paid or voluntary
- "User" (Service Users) refers to those who directly or indirectly use any one of our services. They may be individuals or other organisations.

Responsibilities

This section outlines the Health, Safety, and Wellbeing responsibilities of key personnel in the organisation. These people will create a positive culture that ensures participation and involvement at all levels.

The Chair

The Chair has overall responsibility for all AUKC operations. The Chair is responsible for ensuring that:

- The Board achieves AUKC's Health, Safety and Wellbeing objectives.
- Responsibilities are appropriately delegated.
- Suitable measures are implemented.
- Setting a personal example.
- Risk will be monitored and reviewed.

The Board (Trustees)

The Board is responsible for:

- Ensuring AUKC's operations comply with Health, Safety, and Wellbeing requirements.
- Ensuring that Health, Safety, and Wellbeing measures are incorporated into future plans.
- Ensuring that day to day activities have suitable preventative and protective measures in place.
- Considering regular reports and monitoring of Health and Safety issues
- Making resources available to address Health and Safety issues.

The Chief Executive

The Chief Executive is responsible for:

- Ensuring the effectiveness of Health, Safety and Wellbeing policy and procedures, ensuring these are regularly appraised to identify any necessary changes.
- The overall Health, Safety, and Wellbeing of employees
- Ensuring that all operations are performed in accordance with the Health, Safety and Wellbeing policy and procedures.
- Ensuring protective and preventative measures are implemented.
- Progress and issues relating to Health, Safety and Wellbeing are reported to the Board and resources are sought from the Board to address Health, Safety and Wellbeing issues.
- Setting a personal example

Line Managers

Line Managers are responsible for ensuring the following, within their areas of responsibility:

- Channels are maintained for effectively communicating information regarding Health, Safety and Wellbeing.
- Communication channels are maintained effectively to allow for the prompt reporting of any issues or updates relating to Health, Safety and Wellbeing.
- Day to day compliance with Health, Safety and Wellbeing requirements.
- Maintenance of equipment and areas to ensure a safe and risk-free environment for all employees and service users.
- Employees are provided with adequate Health, Safety and Wellbeing training, relevant to their role.
- Recommendations on Health, Safety, and Wellbeing including future action and resource needs, are made to the Chief Executive.
- Setting a personal example.

Employees

People are the most important assets of AUKC. Therefore, AUKC will do all that is reasonably practicable to safeguard their well-being. However, Employees also have a responsibility for the Health, Safety and Wellbeing of themselves and others.

Employees are responsible for:

- Working in accordance with instruction and training as appropriate to their role.
- Correctly using any protective clothing and equipment provided.
- Identifying and reporting Health and Safety hazards or potential issues to their Line Manager.
- Keeping their workplace clean and tidy.
- Setting a personal example.

Statement of Intent:

- The organisation will comply with all relevant legislation, which is designed to ensure good standards of health, safety, and wellbeing.
- The organisation will ensure as far as reasonably practicable that it provides all employees with safe and healthy working conditions. This includes safe equipment, vehicles, and systems of work,
- This policy provides an overall framework which has been, and will be, built upon to create a health and safety programme appropriate to the activities of AUKC.
- To ensure safe storage, handling, and use of substances.
- To provide appropriate information, instruction and supervision to staff volunteers and participants.
- Appropriate Personal Protective Equipment will be provided as necessary.
- The organisation will provide any information, training, and supervision as is necessary to ensure health and safety at work.
- The organisation requires the full co-operation of Employees, Service Users and others in meeting their objectives.

- The organisation expects that all Employees, Service Users and members of the public will respond to their corresponding duty of care to look after their own health and safety and that of others who may be affected by their acts or omissions.

Arrangements:

The Management of Health and Safety at Work Regulations 1999 applies to every workplace and requires employers to undertake, record and control all risk assessments. The assessment of risks cannot be undertaken properly without the cooperation and involvement of all staff and volunteers and, at times, participants. It is the policy of Age UK Croydon to provide as far as is reasonably practicable a safe and healthy environment. Age UK Croydon will use a risk assessment process to:


- prevent any unnecessary harmful incidents.
- make sure no one gets hurt or becomes ill.
- identify any significant hazards and take precautions to minimise the risk to anybody.
- Risk assessment for working from home.

Monitoring and Review

The health, safety and welfare management system will be audited on a routine basis to ensure continual improvement of health and safety standards.

The implementation and effectiveness of this policy will be monitored by the Chief Executive, not less than annually. The Board of Trustees will also review the policy and recommend and implement action to ensure the policy is up to date and compliant with current legislation and guidance.

Adoption of this policy by the Board of Trustees:

Date this policy came into effect, approved by the Board of Trustees	Date: February 2021 / Amended 2022. Name: Signature:
Next Review Date as agreed by the Board of Trustees	Date March 2024
Name or position of person responsible for this policy	Name Rosaleen Liard Signature:  Position Director HR & Governance
Other related policies	Equality & Diversity Lone Working Covid-19 Safe working environment Wellbeing – Managing Stress in Workplace Maternity Menopause
Relevant legislation	Health & Safety at Work Act 1974 Covid – 19 Government Guidelines
Useful information	www.hse.gov.uk



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AGE UK CROYDON is an equal opportunities employer and any discrimination or harassment on the grounds of colour, sex, race, nationality, religion or belief, ethnic origin, sexual orientation, gender reassignment, disability, marital status, domestic circumstances, pregnancy and maternity, trade union membership/non-membership or age will not be tolerated.