



HEALTH AND SAFETY POLICY

Policy Title	PSPA Health and Safety Policy
Author	CEO
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1. INTRODUCTION

PSPA recognises its duties under associated health and safety regulations including, but not limited to, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, the Display Screen Equipment Regulations 1992, the Manual Handling Operations Regulations 1992 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, Provision and Use of Work Equipment Regulations (PUWER) 1998.

The organisation also recognises its duties under the Health and Safety at Work Act 1974 to protect, so far as is reasonably practicable, the health and safety at work of all PSPA's employees and volunteers and other people, such as visitors and contractors to our premises, with particular attention to the following areas:

- 1.1 The provision of a healthy and safe working environment and of adequate arrangements for the welfare at work of PSPA's employees and volunteers
- 1.2 The adequate control of the health and safety risks arising from our work
- 1.3 Completion and implementation of robust risk assessments and risk reduction measures
- 1.4 The provision and maintenance of machinery, equipment and systems of work that are safe and without risk to health
- 1.5 Arrangements for the safe use, handling, storage and transportation of articles and substances at work which may give rise to risks to health
- 1.6 To provide information, instruction, training and supervision necessary to ensure the health and safety at work of all its employees and volunteers
- 1.7 Due consideration will be given to consultation with employees and volunteers affected before any changes are made

- 1.8 To ensure all employees and volunteers are competent to do their tasks, and to give them adequate training
- 1.9 To review and revise this policy as and when it becomes necessary (annually or when there are significant changes).

2. ARRANGEMENTS FOR HEALTH AND SAFETY

2.1 Risk Assessments

PSPA will ensure that suitable and sufficient risk assessments are undertaken on all work activities in accordance with the Management of Health and Safety at Work Regulations 1999. PSPA will appoint competent persons to assist in undertaking the measures needed to comply with health and safety legislation.

Where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

Employees and volunteers are required to adhere to methods and procedures implemented to avoid the risk of injury as identified in the assessments. Risk assessment and venue checklist templates are available to staff within SharePoint. Our volunteers also have access to sample templates accessible via the Volunteer Hub.

Employees and volunteers should report any hazards that they discover to their line manager in order that remedial steps can be taken to reduce any harm. Risk assessments created should be reviewed annually or when any significant change is made, or following an accident, incident, or near miss.

2.2 Work Equipment

PSPA will ensure that suitable, safe work equipment is provided and is maintained, tested and inspected. Training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health.

Employees and volunteers will exercise due vigilance with regards to the external condition of apparatus, plugs, sockets and cables and report any defect to the Office and CRM System Manager.

The Office and CRM System Manager is responsible for ensuring that inspection of plugs, sockets and cables is carried out as required by current legislation to ensure that equipment is safe to use. Checks to be carried out by a competent and authorised person.

2.3 Information, Instruction and Supervision

Health and Safety information is clearly displayed in prominent positions throughout the office and can also be found within the Staff Handbook. The Office and CRM System Manager will carry out Health and Safety inductions for all employees.

Health and Safety advice can also be obtained from the Health & Safety Officer.

The Health and Safety Executive identifies young workers as those under the age of eighteen. The supervision of young workers, trainees, etc. will be undertaken and monitored by the appropriate line manager.

2.4 Training

PSPA provides appropriate instruction and training for all employees and volunteers who have responsibilities for any operation which may affect health and safety. Training will be provided for all permanent, temporary and contracted employees. Further training needs may be identified through:

- Health and Safety induction
- Declaration of need for adaptations on job applications
- Health and Safety Risk Assessments
- Performance Appraisal.

When a Health and Safety training need is identified, the Office and CRM System Manager will arrange training.

2.5 Workplace Inspections

The Health and Safety Officer will, at regular intervals, ensure that a formal safety inspection is carried out of all parts of the premises under the control of PSPA (including home offices).

The Health and Safety Officer will make the necessary arrangements for these inspections and take any remedial action as deemed necessary.

All employees will, on a day-to-day basis, exercise due vigilance with regard to workplace health and safety aspects to include general housekeeping, stacking and storing of materials, clearance of walkways, fire point and emergency exit clearance.

2.6 Accident/Incident Reporting and Investigation

Any employee or volunteer who sustains an accident at work or at a PSPA organised event is required to report it to an appointed first aider. Any appointed first aider is responsible for completing an accident report and for notifying the Health and Safety Officer, who records them in the Accident Book. Any employee or volunteer involved in such an accident or near miss must notify their line manager who will, with the Health and Safety Officer, investigate and decide what action should be taken to prevent recurrence.

The Health and Safety Officer is responsible for investigating all accidents to determine their underlying cause, for the purpose of ensuring there is no recurrence.

Injuries of a certain severity, cases of acute ill health and certain defined dangerous occurrences must be reported by the Health and Safety Officer to the enforcing RIDDOR authority.

2.7 First Aid Provision

PSPA will undertake a first aid needs assessment to determine the appropriate number of trained first aiders and equipment required. Under its statutory obligations PSPA will provide first aid personnel with sufficient training, information, and support to undertake their responsibilities. The Office and CRM System Manager will ensure that an appropriate number of first aiders are appointed and that they receive the appropriate refresher training at a centre providing first aid courses approved by the HSE.

The appointed first aiders will give first aid treatment in the event of injury or sudden illness and decide on subsequent action e.g., ambulance, other transport to hospital or home.

Appointed first aiders will ensure that proper records are made of the person(s) involved, the nature of the injury or illness, the treatment given and for informing the Health and Safety Officer. The Health and Safety Officer will ensure that a record is made in the Accident Book.

First Aiders will ensure that first aid boxes are replenished as required.

There is a defibrillator located at the main reception of MPH.

2.8 **Emergency Planning**

Whilst the landlord (Hornbeam) retains primary responsibility for building fire safety, PSPA acknowledges its duty under the Regulatory Reform (Fire Safety) Order 2005 to cooperate, coordinate and ensure the safety of its staff, volunteers and visitors.

2.9 **Driving for Work**

PSPA recognises that use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. PSPA will also consider risks associated with fatigue and working time in line with the Working Time Regulations 1998.

The Office and CRM System Manager will ensure that employees who drive their own vehicle on PSPA business are insured to do so, have a valid UK driving license together with a current MOT if the vehicle is over 3 years old.

2.10 **Home and Hybrid Working**

PSPA recognises its duty of care extends to employees working from home or in hybrid arrangements. The organisation will ensure that:

- Suitable and sufficient home working risk assessments are completed
- Display Screen Equipment (DSE) assessments are undertaken
- Employees are provided with appropriate guidance, equipment and support
- Risks relating to mental health, isolation and ergonomics are considered

Employees are expected to cooperate with these arrangements and follow the guidance provided.

2.11 **Lone and Remote Working**

PSPA will ensure that suitable and sufficient risk assessments are conducted for remote and lone working. Where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

PSPA's Lone Working Policy is available on SharePoint.

2.12 **Mental Health and Stress Management**

PSPA will assess and manage work-related stress in line with the Health and Safety Executive (HSE) Management Standards, including workload, control, support, relationships, role and organisational change.

PSPA has identified, within our risk assessments, various tools at its disposal to support employees and volunteers in dealing with stress.

PSPA's Mental Health First Aider, Debra Ruddock, Helpline Care Navigator, is available should staff/volunteers need support.

2.13 **Display Screen Equipment**

During induction, staff will be provided with self-assessment tools to ensure that they are positioned correctly when using display screen equipment. PSPA will ensure compliance with the Display Screen Equipment Regulations 1992 (as amended), including provision of assessments, equipment and adjustments where required for both office-based and home-based staff. Staff will have mandatory training on DSE every two years.

2.14 **Manual Handling**

PSPA will ensure that suitable and sufficient risk assessments are conducted for all work activities which involve manual handling and that any risks identified are eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable, and those affected will be informed of the significant findings of the risk assessments. Staff should adhere to the Manual Handling training provided and take note of the manual handling information displayed in the office.

2.15 **Work Environment**

PSPA will ensure that:

- All reasonable steps are taken to ensure a reasonable temperature is maintained (minimum 16°C)
- Ventilation by a source of fresh or purified air must be effective and suitable
- Relative humidity of between 40%-60% is maintained
- An adequate supply of drinking water is provided
- Adequate lighting levels are maintained
- The workplace is kept clean, and waste is collected regularly
- Each person has adequate space to carry out their job and move around
- Adequate toilets, washing facilities, rest and eating facilities are provided.

2.16 **Disabled Persons**

PSPA recognises its obligations to provide suitable and sufficient facilities, equipment and means of access.

Fire Marshals are responsible for ensuring the safe passage of all staff and volunteers from our buildings in the event of an emergency evacuation.

3. ORGANISATION OF HEALTH AND SAFETY

3.1 **Organisation and Responsibilities**

PSPA has a corporate duty to comply with a wide range of legal health and safety requirements applying to employees and volunteers and others. These are laid down in legislation, notably the Health and Safety at Work Act 1974 etc. and in specific regulations made under the Act, which set the minimum standards. For the purposes of this policy any persons working under short term professional contracts or as volunteers of PSPA, will be regarded as 'employees' of the organisation and will be expected to follow its requirements.

Chief Executive

The Chief Executive has overall responsibility for health and safety and is responsible for ensuring that objectives in relation to workplace safety are set and that the necessary financial resources, consistent with the risks, are allocated to achieve the highest standards of safety that are reasonably practicable. The Chief Executive has the delegated responsibility on behalf of PSPA to ensure that responsibilities for the various health and safety aspects are delegated to appropriate employees and that the necessary arrangements and procedures are in place for the effective management of health and safety.

Health and Safety Officer

The Health and Safety Officer is responsible for the implementation, monitoring and fulfilment of the procedures identified in the arrangements section of this policy, including receiving reports of accidents and near misses and maintaining the Health and Safety records required by law. This role is also responsible at an operational level for fire safety.

Employees' and Volunteers' Responsibility

Employees and volunteers at all levels are responsible to PSPA via the normal management chain for the safety of operations under their control.

Each employee and volunteer are responsible for following safe working practices, for taking a personal interest in promoting health and safety at work and for making a personal contribution to the achievement of high safety standards.

Employees and volunteers must comply with safety instructions applicable to their work and ask for advice from their line manager if in doubt on any safety matter.

Employees and volunteers have legal responsibilities and duties under the Health and Safety at Work Act 1974 and associated regulations including:

- To take reasonable care for their own health and safety and that of any others who may be affected by their actions or omissions at work and to co-operate with the employer in meeting statutory requirements
- Not intentionally or recklessly to interfere with or misuse anything provided in the interests of health and safety at work
- To use equipment in a safe manner and in accordance with instructions and to report any defect in equipment which might compromise its safe use
- To adhere to site rules when working on other employers' premises and not knowingly to place themselves at risk by reporting hazards and deficiencies

Fire Marshals

The Fire Marshals are responsible for ensuring the safe evacuation of the buildings in the event of an emergency.

Our Fire Marshalls are:

- Julie Line, Fundraising Administrator
- Vivienne Murray, Services Administrator
- Debbie Benadie, Office & CRM System Manager

First Aiders

The First Aiders are responsible for administering first aid to injured persons and for contacting the emergency services when applicable. They are also required to ensure that all accidents are reported to the Office and CRM System Manager and recorded in the Accident Book.

Our First Aiders are:

- Julie Line, Fundraising Administrator
- Vivienne Murray, Services Administrator

Reference:	Health and Safety Policy
Approving Body:	Board of Trustees
Target Audience:	Staff, Volunteers, Visitors
Lead:	CEO

Change history

Date	Version	Updated by	Description of change
March 2026	2.0	Debbie Benadie	Policy Review - Update on wording