

Policy	
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Policy Title:	Health and Safety
Scope of this Document:	All Staff (including employees and volunteers) All contractors
Recommending Committee:	Quality and Safety Committee
Approving Committee:	First Person Project Board of Directors
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Progressing Together

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First Person Project Health and Safety Policy

Effective Date: 17th Oct 2023

1. Introduction

This policy demonstrates the commitment of First Person Project CIC to ensure the health, safety, and welfare of all staff, volunteers, clients, and visitors. We are committed to operating in compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant UK health and safety legislation.

2. Scope

This policy is applicable to all employees, volunteers, contractors, and anyone else associated with First Person Project CIC.

3. Responsibilities

A. Management Responsibilities:

- **Workplace Safety:** Ensure a safe work environment and compliance with legal standards.
- **Risk Assessments:** Conduct and document regular risk assessments to identify potential hazards.
- **Preventive Measures:** Implement necessary health and safety measures based on risk assessments.
- **Training and Resources:** Provide appropriate training and resources related to health and safety.
- **Policy Updates:** Regularly review and update health and safety policies to reflect changes in legislation and operational practices.

B. Employee and Volunteer Responsibilities:

- **Compliance:** Adhere to all health and safety guidelines and procedures.
- **Hazard Reporting:** Promptly report any potential hazards or safety concerns.
- **Training Participation:** Engage in all required health and safety training sessions.
- **Protective Equipment:** Use any provided protective equipment and follow safety protocols.
- **Support Safety Culture:** Actively participate in fostering a safe and healthy workplace.

4. Health and Safety Risks

- **Workplace Hazards:** Regular identification and assessment of workplace hazards, including ergonomic risks, chemical hazards, and equipment safety.
- **Mental Health and Well-being:** Support initiatives to promote mental health and well-being among staff and clients, recognizing the unique stresses of mental health work.
- **Emergency Procedures:** Develop and maintain clear procedures for dealing with emergencies, including evacuation plans, fire safety protocols, and first aid arrangements.

5. Training and Awareness

- **Ongoing Training:** Provide comprehensive health and safety training covering specific risks associated with mental health services.
- **Awareness Campaigns:** Regularly conduct awareness campaigns to keep health and safety at the forefront of organisational culture.

6. Accident Reporting and Investigation

- **Clear Reporting Procedures:** Implement a straightforward and accessible mechanism for reporting workplace accidents and near-misses. We have incident reports in all our premises.
- **Investigations:** Conduct thorough investigations into reported incidents to understand causes and prevent future occurrences.

7. Monitoring and Review

- **Performance Monitoring:** Regularly monitor the effectiveness of health and safety measures.
- **Annual Reviews:** Conduct an annual review of health and safety policies and procedures.

8. Legal Compliance

We adhere to the following key pieces of legislation:

- **Health and Safety at Work etc. Act 1974:** The primary piece of legislation covering occupational health and safety in the UK.
- **Management of Health and Safety at Work Regulations 1999:** Provides a framework for managing health and safety responsibilities.
- **Workplace (Health, Safety and Welfare) Regulations 1992:** Covers a wide range of basic health, safety, and welfare issues.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):** Sets out the requirements for reporting specific types of accidents and incidents.

9. Policy Review and Update

This policy will be reviewed annually and amended as necessary to ensure ongoing compliance with evolving health and safety legislation and best practices.

10. Consequences of Non-Compliance

- **For the Individual:** Includes disciplinary action, potential legal consequences, and impact on professional reputation.
- **For the Organisation:** Legal penalties, reputational damage, and operational impacts.
- **Addressing Non-Compliance:** Immediate reporting of non-compliance, thorough investigations, and appropriate actions to rectify issues.