

# All Wheel Drive Response North East

## Health and Safety Policy

All Wheel Drive Response North East is committed to providing a safe and healthy working environment for all trustees, employees, members, volunteers, and visitors. We recognise that health and safety is an integral part of our work and is essential for the success of All Wheel Drive Response North East. This policy sets out our commitment to health and safety and outlines the measures we will take to ensure the safety and wellbeing of everyone who works for and visits All Wheel Drive Response North East.

### **Responsibilities:**

All Wheel Drive Response North East is responsible for ensuring that all trustees, employees, members, volunteers, and visitors are safe from harm and that their health is not jeopardised by their work. All Wheel Drive Response North East will ensure that all reasonable measures are taken to achieve this objective.

All trustees, employees, members, and volunteers have a responsibility to ensure their own safety and that of others who may be affected by their work. This includes complying with all health and safety policies and procedures, reporting hazards, and working in a safe manner.

1. **Accident and incident reporting:** All Wheel Drive Response North East will ensure that all accidents, incidents, and near-misses are reported, investigated, and recorded appropriately. We will use this information to identify areas for improvement and implement measures to prevent re-occurrence.

All trustees, employees and volunteers have a responsibility to report accidents, incidents, and hazards to their line manager or a designated health and safety representative.

2. **Conflict resolution:** All Wheel Drive Response North East will ensure that appropriate measures are in place to manage conflicts between trustees, employees, members, volunteers, and visitors. We will provide guidance and support to trustees, employees, members, and volunteers on conflict resolution, including how to recognize and manage conflict.

We will also ensure that conflicts are reported and addressed appropriately, and that appropriate support is provided to all parties involved.

3. **Contractors and visitors:** All Wheel Drive Response North East will ensure that all contractors and visitors are made aware of our health and safety policy and any relevant procedures. We will also ensure that contractors and visitors comply with our policies and procedures while on our premises.

We will also ensure that appropriate risk assessments are carried out for any work undertaken by contractors on our premises and that control measures are in place to reduce or eliminate the risk of harm.

4. **Drugs and Alcohol:** All Wheel Drive Response North East will ensure that drugs and alcohol do not affect the health and safety of trustees, employees, volunteers, or visitors. We will have a zero-tolerance policy towards drugs and alcohol and will take appropriate action to address any incidents or concerns.

We will provide guidance on the use of prescription drugs in the workplace and ensure that employees are aware of the potential effects of medication on their ability to work safely.

5. **Electrical safety:** All Wheel Drive Response North East will ensure that appropriate measures are in place to ensure electrical safety. We will ensure that all electrical equipment is regularly inspected and evaluated, and that any faults or defects are reported and repaired promptly.

We will also ensure that trustees, employees, members, and volunteers are provided with appropriate guidance on electrical safety and that they are trained on how to use electrical equipment safely.

6. **Emergency contacts:** All Wheel Drive Response North East will ensure that all trustees, employees, members, volunteers, and visitors have access to emergency contacts in case of an emergency. We will ensure that emergency contact details are clearly displayed, and that employees and volunteers know how to access them.

We will also ensure that appropriate emergency response procedures are in place and that all trustees, employees, members, and volunteers are trained on how to respond in an emergency.

7. **Environmental health and safety:** All Wheel Drive Response North East is committed to protecting the environment and will ensure that our activities do not cause harm to the environment or the health of others. We will comply with all relevant environmental legislation and ensure that our operations are environmentally sustainable.

We will also ensure that trustees, employees, members, and volunteers receive appropriate training on environmental health and safety, and that they understand their responsibilities to maintain a safe and sustainable working environment.

8. **Eye and hearing protection:** All Wheel Drive Response North East will ensure that appropriate measures are in place to protect the hearing and vision of trustees, employees, members, and volunteers. We will provide appropriate hearing and eye protection equipment to those who require it and ensure that it is maintained and replaced when necessary.

We will also provide guidance on the use of hearing and eye protection equipment and ensure that employees and volunteers are trained on how to use it correctly.

9. **Fire Safety:** All Wheel Drive Response North East will ensure that appropriate fire safety measures are in place and that all employees and volunteers are aware of the fire safety procedures. We will ensure that fire drills are conducted regularly and that all employees and volunteers know how to evacuate the building safely. We will also ensure that all fire safety equipment, such as fire extinguishers and smoke alarms, are maintained and evaluated regularly.

10. **First aid and emergency procedures:** All Wheel Drive Response North East will ensure that adequate and appropriate first aid provisions are available for all employees, members, volunteers, and visitors. This will include the provision of trained first aiders, first aid kits, and access to emergency services.

Emergency procedures will be in place, and all employees, members, and volunteers will be familiar with them. We will ensure that all staff and volunteers are trained in emergency procedures, including fire safety, and that emergency drills are conducted regularly.

11. **Health and safety performance indicators:** All Wheel Drive Response North East will establish health and safety performance indicators to monitor our health and safety performance. These indicators will be used to measure our progress towards achieving our health and safety objectives and to identify areas for improvement.

We will ensure that trustees, employees, and volunteers are aware of our health and safety performance indicators and that they participate in setting targets and monitoring our performance.

**12. Health and safety training records:** All Wheel Drive Response North East will maintain appropriate records of health and safety training provided to trustees, employees, members, and volunteers. We will ensure that records are accurate and up-to-date and that they are available for inspection as required.

We will also ensure that trustees, employees, members, and volunteers receive appropriate refresher training on health and safety to ensure that their knowledge and skills remain up to date.

**13. Health and wellbeing:** All Wheel Drive Response North East is committed to promoting the health and wellbeing of all trustees, employees, members, and volunteers. We will provide a safe and healthy working environment, trustees, support staff, members, and volunteers who have health concerns, and provide access to occupational health services as required.

**14. Manual handling:** All Wheel Drive Response North East will ensure that appropriate measures are in place to reduce the risk of injury from manual handling tasks. We will provide appropriate training to employees, members and volunteers on safe manual handling techniques and ensure that manual handling tasks are assessed for risk and appropriate control measures put in place.

**15. Monitoring and review:** All Wheel Drive Response North East will regularly review and update this policy to ensure that it remains current and reflects changes in legislation and best practice. The policy will be monitored for effectiveness and compliance, and any necessary changes will be made.

**16. Personal protective equipment (PPE):** All Wheel Drive Response North East will provide appropriate personal protective equipment (PPE) to trustees, employees, members, and volunteers who require it to conduct their work safely. We will ensure that PPE is maintained and replaced when necessary, and that trustees, employees and volunteers are trained on how to use it correctly.

We will also ensure that visitors and contractors are provided with appropriate PPE when working on our premises.

**17. Risk Assessment:** All Wheel Drive Response North East will conduct regular risk assessments to identify potential hazards and implement measures to reduce or eliminate the risk of harm. All risks will be assessed, and appropriate control measures put in place to reduce the risk to an acceptable level.

18. **Safety promotion:** All Wheel Drive Response North East will promote health and safety throughout All Wheel Drive Response North East, by encouraging trustees, employees, members, and volunteers to take an active role in promoting health and safety. We will recognise and reward positive health and safety behaviours and encourage trustees, employees, members, and volunteers to share their ideas and suggestions for improving health and safety.

We will also promote health and safety through our communication channels, including our website, social media, and internal newsletters.

19. **Safety records:** All Wheel Drive Response North East will maintain appropriate records relating to health and safety, including accident and incident reports, risk assessments, and training records. We will also keep records of any inspections, audits, and reviews of our health and safety policies and procedures.

These records will be kept confidential and will be used to monitor and improve our health and safety performance.

20. **Stress management:** All Wheel Drive Response North East recognises that work-related stress can have a negative impact on the health and wellbeing of trustees, employees, and volunteers. We will provide guidance and support to employees and volunteers on stress management, including how to recognize and manage stress.

We will also ensure that workloads are manageable, and that trustees, employees and volunteers have access to appropriate resources and support to manage their workload effectively.

21. **Training:** All trustees, employees, members, and volunteers will receive appropriate health and safety training as required for their job roles. This will include training on the use of equipment and machinery, manual handling, working at height, and any other relevant training.

We will also provide regular refresher training to ensure that employees and volunteers remain up to date with health and safety procedures and best practices.

22. **Working from home:** All Wheel Drive Response North East recognizes that some trustees, employees, members, or volunteers may work from home and will ensure that they have access to appropriate health and safety guidance and support. We will provide guidance on setting up a safe home working environment, including ergonomic considerations, and provide any necessary equipment or resources.

We will also ensure that employees working from home receive appropriate training on health and safety, and that they understand their responsibilities to maintain a safe working environment.

23. **Collaborating with vulnerable individuals:** All Wheel Drive Response North East may collaborate with vulnerable individuals, and we will ensure that appropriate measures are in place to protect their health and safety. This may include conducting risk assessments, providing appropriate training to trustees, employees and volunteers, and ensuring that appropriate supervision is in place.

24. **Workplace hygiene:** All Wheel Drive Response North East will ensure that appropriate measures are in place to maintain a clean and hygienic working environment. We will ensure that work areas are cleaned regularly, and that appropriate cleaning equipment and materials are provided.

We will also ensure that trustees, employees, members, and volunteers are provided with appropriate guidance on workplace hygiene, including hand hygiene, and that they are trained on how to maintain a clean and hygienic working environment.

25. **Workplace inspections:** All Wheel Drive Response North East will conduct regular inspections of the workplace to identify any potential hazards and ensure that control measures are in place and effective. We will involve trustees, employees, members, and volunteers in these inspections to ensure that they are aware of any potential hazards and can contribute to improving the health and safety culture within the charity.

26. **Workplace violence:** All Wheel Drive Response North East will ensure that appropriate measures are in place to prevent workplace violence. We will provide guidance and support to trustees, employees, members, and volunteers on how to recognize and manage potentially violent situations and ensure that appropriate training is provided.

We will also ensure that workplace violence is reported, investigated, and addressed appropriately.

27. **Health and safety policy review:** All Wheel Drive Response North East will ensure that our health and safety policy is reviewed regularly to ensure that it remains relevant and effective. We will involve trustees, employees, members, and volunteers in the review process and ensure that they are provided with opportunities to provide feedback and suggestions.

We will also ensure that our health and safety policy is updated to reflect changes in legislation and best practice guidance.

This policy has been approved by the trustees of All Wheel Drive Response North East and is effective from the 13th of February 2024.