



Supporting and promoting positive living  
for people living with HIV

## **Health & Safety Policy**

Reviewed November 2019 – Version 2

No Substantive Changes

## **Policy Statement**

Positive Life is committed to ensuring the health and safety of all staff and to providing a safe environment for all those attending our premises. In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, taking steps to prevent accidents and cases of work-related ill health.

## **Health & Safety Responsibilities**

The CEO and Board of Directors have overall responsibility for health and safety and the operation of this policy. The Corporate Services Manager (CSM) will act as the Principal Health and Safety Officer with day-to-day responsibility for operational health and safety matters at the premises.

## **Management Responsibilities**

In accordance with health and safety legislation Positive Life will:

- Provide adequate control of health and safety risks arising from our work activities.
- Provide and maintain a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency evacuation procedures for use when needed.
- Consult with our employees on matters affecting their health and safety, provide instruction, training and supervision in safe working methods and use of equipment.
- Ensure that all equipment is safe and properly maintained.
- Take reasonable steps to prevent accidents and cases of work-related ill health.
- Regularly monitor and review the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

## **Staff Responsibilities**

- Staff will adhere to this policy and co-operate with managers on health and safety matters.
- Take reasonable and responsible care of their own health and safety and that of others they work with by observing applicable safety rules and following instructions for the use of equipment.
- Report all health and safety concerns to the CSM in the first instance including any potential risk, hazard or malfunction of equipment.
- Complete risk assessments to identify and minimize possible risks in work related activities.
- Co-operate in the investigation of any accident or incident which may have led to injury or damage to property.
- Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## **Equipment**

- All staff must use equipment in accordance with operating instructions. Any fault with, damage to or concern about any equipment or its use must immediately be reported to the CSM.
- Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.
- No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

## **Accidents and first aid**

- Any accident or incident at work involving personal injury to staff members or visitors must be reported to the CSM or CEO immediately.
- All staff must cooperate with any resulting investigation.
- Details of first aid facilities and trained first aiders are available from the CSM.
- All accidents, however trivial must be reported on an incident report form (N:Administration/Templates/INCIDENT REPORT)

## **National Health Alerts**

- In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager.
- Employees who are required to absent themselves from work following contact with a notifiable disease may be granted special leave with full pay, subject to an adjustment in pay in certain circumstances.
- It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

## **Emergency evacuation and fire precautions**

- Positive life will provide and maintain adequate fire safety equipment.
- All staff members will be provided with instruction on what to do in event of a fire at induction.
- On discovery of a fire the alarm must be activated immediately.
- Call 999 and alert the fire service.
- Fire extinguishers should only be used if the fire can be safely extinguished without risk to the user or others.
- Clear instructions on emergency evacuation procedures will be prominently displayed.
- All fire exits will be clearly marked and free from obstruction.
- Regular fire drills will be held to ensure fire procedures are effective and understood.

## **Risk identification**

- Positive life will hold and review annually a Risk Register to identify possible risks to the organisation.
- General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented. (See Risk Assessment procedure)
- Staff may request a health and safety workstation assessment by contacting their line manager or the CSM.