



## **Health and Safety Policy**

Approved: Trustees 23<sup>rd</sup> January 2020.

Review due: By January 2022.

### **Purpose**

This policy outlines the Clockwork Charitable Trust's commitment to providing and maintaining a safe and healthy environment for all members of staff, Trustees, volunteers and visitors, paying particular attention to the needs of young adults in its care.

### **Responsibilities and monitoring**

Monitor: Designated Safeguarding Lead (DSL)

Approve: Board of Trustees

Draft and review: Development Officer

### **Policy and Procedure**

#### *Providing a safe environment:*

The Clockwork Charitable Trust accepts its responsibilities, laid down under the Health and Safety at Work Act, and, as far as is practical, will comply with the guidelines set by the national governing bodies for any activities provided.

#### *Taking proactive steps:*

To provide a safe environment for all, the Trust will:

- Provide adequate control of the health and safety risks arising from any work activities;
- Consult with members of staff and Trustees on any matters affecting their health and safety, or which are identified as potential risks to the health and safety of young adults;
- Provide information and instruction / training on health and safety for all employees and volunteers;
- Ensure all employees/volunteers are competent to safely carry out any tasks assigned to them;
- Promote good hygiene within all Clockwork Charitable Trust settings;
- Take action to prevent accidents and cases of work-related ill health;
- Ensure the Trustees receive a Health & Safety report annually;
- Make the resources available to achieve the objectives outlined above;
- Review and revise this policy as necessary;



- Produce a document outlining, where appropriate, how health and safety responsibilities are assigned within the Trust i.e. someone to ensure that all equipment on site has an in-date safety check.

### *Requirements for members of staff and volunteers:*

All members of staff and certified volunteers will be required to attend a health and safety induction. They will be expected to co-operate on health and safety matters, including reporting all health and safety concerns to the DSL and/or the Board of Trustees. They will also commit not to interfere with anything provided to safeguard their health and safety.

### *First Aid:*

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Clockwork Charitable Trust recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given.

At Trust settings, all members of counselling staff are responsible for first aid, and must have appropriate qualifications to enable them to administer first aid when necessary. A certified First Aider will always be on call when the Trust setting is open to service users and/or visitors.

The DSL will be responsible for maintaining the correct contents of all first aid boxes, ensuring that the contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety Regulations 1981.

The first aid box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Crepe bandages
- A sterile gauze
- Micropore tape
- Sterile cornering for serious wounds
- Individually wrapped assorted dressings
- Waterproof disposable gloves and disposable bags.

The location of the first aid box will be clearly displayed around the Trust setting. A first aid bag will be taken to all offsite events hosted by the Trust.

# The Clockwork Charitable Trust

Registered Charity No. 1181923



Working for the mental well-being of young people

## *Health conditions:*

As a fully inclusive organisation, the Clockwork Charitable Trust recognises that it may have young adults in its care who have complex health conditions, such as epilepsy or severe allergies.

The Clockwork Charitable Trust will ask all young adults using its services and/or their parents/carers to make the Trust aware of any relevant conditions, and to provide a protocol for what action should be taken in the event of an emergency e.g. a seizure or anaphylactic shock.

It is the responsibility of service users and/or their parents/carers to make the Trust aware of all relevant existing/arising health conditions.

All personal medical information collected will be kept safe and secure, and will be processed in accordance with Clockwork's Data Protection Policy.

## *Medical emergency:*

If a service user becomes ill (i.e. vomiting, fainting, allergic reaction etc.) whilst in the care of the Clockwork Charitable Trust, their parent/carer will be contacted by phone immediately.

A member of staff/volunteer on duty will assess the situation and decide whether the young adult needs to go to hospital by ambulance or whether they can wait for their parent/carer to come.

If a young adult needs to go straight to hospital, a member of staff/volunteer will: call an ambulance; call the parent/carer to make arrangements to meet at the hospital; accompany the young adult to the hospital; and take copies of any relevant medical information, including any medical care protocols.

If a young adult does not need to go straight to hospital, and can wait for a parent/carer to come, then a member of staff/ volunteer must stay with them until the parent/carer arrives, and explain to the parent/carer what has happened. The parent/carer will be required to sign the young adult out.

If the staff member/volunteer in charge is uncertain whether an ambulance should be called, then they should immediately seek medical advice by phoning 111. If there is any further doubt and a parent/carer cannot be reached, then 999 should be called and an ambulance requested.

Any medical emergency that occurs will be noted in the daily registration sheet and in the service user's individual file, and the DSL must be informed. This data will be processed and safely stored as per the Trust's Data Protection Policy.

## *Recording accidents and incidents:*

Any accident or incident that requires first aid to be administered and/or medical advice/assistance to be sought will be recorded in the Trust's accident book. This book will be kept with the first aid box, as well as being taken in the first aid bag to any offsite events hosted by the Trust.