

Health & Safety Policy

Lite-Waves Therapeutic Education: Commitment to health and safety.

Lite-Waves Therapeutic Education is an outreach service and as such use other organisation buildings and outside events. We work in schools, community centres and private settings, thus we adopt the Health and Safety Policies of the host organisation whilst using their premises. In the event of there being no written policy by the host organisation Lite-Waves Therapeutic Education staff, volunteers and associate workers will adhere to this one.

Lite-Waves Therapeutic Education is committed to the health and safety of our staff, partners, programme users and anyone else we come into contact with through our work. This commitment extends from simple day-to-day issues like ensuring our electronic equipment is safe, to ensuring we create a workplace that fosters good mental health and well-being. Every member of staff, partners or users of our services is informed of this commitment and our policies, and play active roles in the monitoring and development of our health and safety procedures.

- It is the policy of Lite-Waves Therapeutic Education to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all, workers and volunteers and to provide such information, training and supervision as needed for this purpose.
- Lite-Waves Therapeutic Education also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including contractors, temporary staff and any members of the public) who might be affected by our activities.

RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

THE MANAGEMENT BOARD

The Health and Safety at Work Act 1974 places a statutory duty on all organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of people who may be affected by their activities, e.g. users, volunteers, or members of the public.

The Management Board reviews the operation of its health and safety policy annually.

USERS OF HOST BUILDINGS

All staff members have the responsibility to familiarize themselves with the building and to co-operate with the Host Organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

Lite-Waves Therapeutic Education, staff, volunteers and associate workers must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety Policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger)

If a health or safety problem is noticed and staff members are unable to put right, they must immediately inform the Health and Safety officer in the Host Organisation.

FIRE OFFICERS

Lite-Waves Therapeutic Education will appoint a Fire Officer if in their own building who shall receive appropriate training.

The responsibilities of Fire Officers will be to:

- be instructed on potential fire hazards and the use of fire fighting equipment
- carry out the testing of the fire alarm and fire drills
assist with the efficient evacuation of the building.
- Have knowledge of the assembly point.

FIRE DRILL PROCEDURE

If the fire Alarm sounds (a continuous single pitch note)

Evacuate the building immediately by the nearest exit.

Ensure service users and any visitors leave the building.

Do not put yourself at risk.

Assemble at the appropriate assembly point

Do not re-enter the building for any reason until the fire brigade confirm that it is safe to so.

If You Discover A Fire

Raise the alarm by operating the break glass switch at the nearest Fire Alarm call Point.

Evacuate the building immediately as above.

FIRST AIDERS

Staff should make it a point of duty to find out who the first aider is in the Host Organisation, and to familiarize themselves with their First Aid Policy

Lite-Waves Therapeutic Education worker or volunteer must record accidents and near misses in the host accident book.

It is the responsibility of the Host Organisation to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

Staff should report incidences to the Host organization Health and Safety Officer who is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the London Borough of Lewisham Environmental Health Department. RIDDOR covers the following incidents:-

- (a) Fatal accidents
- (b) Major injury accidents\conditions
- (c) Dangerous occurrences
- (d) Accidents causing more than 3 days incapacity for work
- (e) Certain work-related diseases.

GENERAL RISK ASSESSMENT OF THE BUILDING

Lite-Waves Therapeutic Education will ensure that a competent person carries out a risk assessment in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to appropriate staff and volunteers.

The written risk assessment will be reviewed and updated annually to ensure that any action identified as needed in the risk assessment has been carried out.

BUILDING MAINTENANCE

Lite-Waves Therapeutic Education has no Building but has responsibility to provide a safe and healthy environment for all users of their services. And as such all hazards noted should be reported to the Health and Safety Officer of the Host Organisation.

GOOD HOUSEKEEPING - AISLES & GANGWAYS

Gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

SMOKING

All Premising used are non-smoking buildings and staff are asked to comply with that.

EQUIPMENT STORAGE AND USAGE

Equipment must not be left lying around but must be suitably stored.

No wires must be left trailing across floors.

Nonflammable rubbish bins must be positioned at various points.

No paraffin, bar, electric or calor gas fires will be used at host premises

ELECTRICAL EQUIPMENT

All building maintenance such as electrical work, carpentry, painting etc will be carried out by competent people.

Broken, ineffective or damaged electrical equipment must be reported to Host Organisation

PERSONAL SAFETY

Office Security

Loan Workers should not allow access to casual visitors who have no appointment. Such callers should be encouraged to make an appointment

All windows and entry doors should be locked on leaving the building.

ACCIDENTS

Lite-Waves Therapeutic Education staff or volunteer must record accidents and near misses in the accident book

-The key goals of our policy:

- To provide adequate control of the health and safety risks arising from our work;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment, including office electronic equipment and kitchen facilities
- To ensure safe handling and use of substances such as cleaning products, inks and toners
- To provide information, instruction and supervision for employees and users of our programmes
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

-Responsibilities

- The Management board has overall and primary responsibility for health and safety. In addition, It is primarily responsible for:
- Maintaining and updating the Health and Safety Policy
- The day-to-day health and safety of Lite-Waves Therapeutic Education employees, partners and programme users while working on Lite-Waves Therapeutic Education' related activities
- Maintaining data and information relating to Lite-Waves Therapeutic Education Health and Safety Policy (i.e. accident/incident book, fire alarm record, fire safety checklist)
- Overseeing risk assessments and related actions
- Disseminating information, training, advice, policies and statutory information relating to Lite-Waves Therapeutic Education' health and safety procedures (such as alarm checks, evacuation drills)
- Overseeing upkeep of emergency and safety equipment available to Lite-Waves Therapeutic Education.

All members of Lite-Waves Therapeutic Education staff assume responsibility for the following:

- Implementing the principles of the Health and Safety Policy
- Implementing specific actions for Health and Safety
- Maintaining a safe and healthy working environment for themselves, colleagues, partners and programme users
- Keeping up-to-date with our Health and Safety Policy, the whereabouts of emergency equipment and best practice in health and safety
- Reporting and recording health and safety issues, including accidents and incidents.

Specific areas

Lite-Waves Therapeutic Education has identified the following areas as key Health and Safety Issues:

Emergency procedures – fire and evacuation

Lite-Waves Therapeutic Education carries out a 6-monthly familiarisation, in each of its offices, with fire and evacuation procedures and equipment among all staff who regularly work in Lite-Waves Therapeutic Education offices. For activities and workshops delivered in schools and community centres, the programme coordinator is informed of the relevant policies and briefs the Lite-Waves Therapeutic Education therapeutic educators prior to the delivery of the programme. When possible, the therapeutic educators assigned to deliver Lite-Waves Therapeutic Education programmes in schools or community centres are trained on health and safety procedures by the people responsible for health and safety in those settings.

Slips, trips and falls

We recognise that every environment Lite-Waves Therapeutic Education work at can often present a myriad of minor health and safety hazards, including trailing cables and wires, loose carpeting, obstacles in the walkways, wet floors in the kitchen etc. As a result, we ensure that all staff are alert to these hazards and minimise risks as a matter of standard practice.

Accidents, first aid

Lite-Waves Therapeutic Education maintains a standard accident report form that is completed by any member of staff following a minor accident. This is then kept on file for 24 months. We maintain a first aid kit in our offices which is mobilised when the programme is delivered in schools, community centres or private settings. We strive to have all therapeutic educators trained in basic first aid.