Health and Safety policy

Scope

This policy applies to staff and volunteers working *directly* for **The Voluntary Network.**

General Statement of Intent

Our policy is to provide and maintain safe and health working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose.
We also accept our responsibility for the health and safety of other people who may be affected by our activities.
The allocation of duties for safety matters and the arrangements, which we will make to implement the policy, are set out below.
The policy will be kept up to date to ensure our responsibilities are met in relation to:

- Health & Safety at Work etc. Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

Responsibilities

Overall and final responsibility for health and safety is that of **The Voluntary Network.**

The **Voluntary Network** responsible for this policy being carried out at the places of work and for ensuring the preparation, implementation and review of risk assessments and safe work practices.
All employees and volunteers have the responsibility to co-operate with line managers and trustees to achieve high standards of health and safety within any work area and to take reasonable care of themselves and others.
All staff and volunteers are responsible for bringing to the attention firstly of their line manager, then if necessary to the Personnel Working Group, any deficiencies in safety arrangements.
The Personnel Working Group has the full authority of the Trustee Board to take any action necessary.

Accidents

All accidents are to be reported to the Company Secretary and recorded in the **The Voluntary Network** accident book.
Unusual, unexpected and any 'near miss' incidents which could have implications for safety are also to be reported to The Company Secretary and recorded in the accident book for review of current arrangements.
Accident records should be kept in an appropriate, accessible place.
Staff and volunteers will adhere to the fire safety arrangements of the host premises in which they are working, also to any first aid requirements.

Workstation

Line managers will involve their employees in assessing their workstation and ensuring that it meets their individual needs.
The Voluntary Network will keep up-to-date information on health and safety issues which will be available to all staff and volunteers on request.

Home working

If the employee is working from home, it is their responsibility to ensure that they take all reasonable precautions to maintain their own health and safety whilst working. In addition, **The Voluntary Network** policy dictates that the following guidelines should be followed.

- The employee's line manager is responsible for confirming themselves satisfied with the suitability of the home work place.
- The employee should be aware of health and safety issues such as the need to adhere to time restrictions – workloads should be managed, and deadlines met but the employee should also be aware of the dangers of overworking and should therefore take regular breaks.
- Employees are asked to take account of home-specific risks, such as the presence of vulnerable people such as children or the elderly, in their home-workplace. It is also their responsibility to ensure, and confirm if required, that the premises in which they are working are in a clean, safe, adequately lit and heated condition and therefore fit for the purpose of their work.
- The employee must be contactable when working from home. They are responsible for distributing their contact details to colleagues as necessary.

If the line manager is not satisfied that the employee can meet the above conditions to work safely from home, these concerns must be referred to The Personnel Group.
Any additional comments or questions about Health and Safety for home-workers can be raised as part of the supervision process.

Manual Handling

Manual handling will be reduced as far as possible by monitor and review of all work tasks. The line manager will ensure a risk assessment is prepared of manual handling tasks and agree with employees, safe working practices.
These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g., pregnancy, known back complaints. Employees and volunteers must bring to the attention of their line manager any health problems that may be affected by handling activities.

Training

All staff and volunteers will be provided with this Health and Safety policy and any relevant guidance. Any updates or changes to these arrangements will be discussed at supervision sessions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

Monitoring and Review

This policy will be reviewed at least every two years, or more frequently if necessary to take account of changes in the organisation or legislation.

Date: August 2026 To be Reviewed: August 2028