

NORTH BERWICK COASTAL COMMUNITY CONNECTIONS

Health and Safety Policy

Introduction

Everyone is entitled to live their lives and undertake their work free from the threat of harm or injury. The type of work that **North Berwick Coastal Community Connections** is involved in requires a significant level of one-to-one contact with others, many of whom may be vulnerable or experiencing difficulties in their lives. This makes it extremely important that staff, volunteers and service users are thoroughly aware of the organisation's safety precautions and guidelines.

General Safety

It is the policy of **North Berwick Coastal Community Connections** to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation to provide and maintain a healthy and safe environment. (Organisation's) health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees and volunteers will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

North Berwick Coastal Community Connections recognises and accepts its duty to protect the health and safety of all users of the service, including employees, temporary workers, volunteer and service users, as well as any members of the public who might be affected by our operations.

While the management of **North Berwick Coastal Community Connections** will do all that is within its powers to ensure the health and safety of its employees, volunteer workers and service users, it is recognised that health and safety at work is the responsibility of each and every individual associated with the organisation. It is the duty of each to take reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the wellbeing of any other person.

North Berwick Coastal Community Connections will provide every employee and volunteer with the training necessary to carry out his or her tasks safely. However, if anyone is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is their duty to report this to the Project Officer. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's/volunteer's responsibility to report immediately any situation, which could jeopardise the wellbeing of themselves or any other person.

All injuries or near misses, however small, sustained by a person at work or during befriending meetings must be reported to the (appropriate member of staff). Accident records are crucial to the effective monitoring and revision of safety procedures and must therefore be accurate and comprehensive.

North Berwick Coastal Community Connections health and safety procedures will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The procedures will be revisited and updated at least every 12 months. The specific arrangement for the implementation of the procedures and the personnel responsible are detailed in induction material and contracts of employment, where relevant.

Appropriate referral and activity risk assessment will be set in place and volunteers will be made aware of them in regards to their meetings/interactions with service users in order to ensure the health and safety of both parties. Volunteers are required to adhere to procedures laid down in the risk assessments, which will assist in minimising the risks associated with any activities undertaken.

Wherever possible the volunteer has a responsibility to attend support sessions as arranged. If a volunteer feels the need of support outside prearranged sessions, he/she should approach the (relevant member of staff).

First Aid (Scone Café - for future?)

Basic First Aid training will be given to designated staff or volunteers for each relevant activity. Should first aid be required when a volunteer is out with a service user, they can take charge of the situation and are responsible for calling the emergency services and seeking back-up help. With regard to HIV, basic first aid precautions of wearing surgical gloves will have to be adhered to, in order to protect both the volunteer and service user.

In all cases where first aid has been sought an appropriate accident/incident form is to be filled out by the volunteer and (relevant staff member).

Medical Conditions

If any volunteer is under medical supervision for a condition that might require emergency specialist treatment e.g. epilepsy/diabetes, it is the responsibility of the volunteer to let staff know before they are matched.

If any service user requires emergency medication for a specific condition, the service user must provide details on a self consent form (in the case of adult service users).

(For future discussion re face to face befriending/Befriender Agreements.)

Volunteers, on a case by case basis, will be given appropriate training on the administration of emergency medication (see Medication Administration Guidelines Policy), if applicable.

Substance Use

On no occasion should a staff member or volunteer report for work/meetings under the influence of alcohol or illicit drugs. This will result in the staff member/volunteer being sent home, and disciplinary action may be taken.

The main office premises and venues used for NBCCC activities are substance free. Alcohol or drugs should not be brought onto the premises.

Staff/volunteers should not smoke, use drugs or alcohol while at the venue or office premises, or if volunteers are meeting with the service user.

If a service user arrives for a meeting with an NBCCC volunteer or staff member under the influence of alcohol or drugs, or if they attend the meeting with alcohol etc, in their possession, the meeting should not go ahead. This should be reported to the (relevant staff member) who will deal appropriately with the situation.

Insurance

All accredited volunteers with **North Berwick Coastal Community Connections** are covered by insurance for the following:

Public Liability, Personal Injury

If volunteers need to report an accident/incident, they must contact NBCCC staff as soon as possible after the incident with all relevant information (e.g. time, place, circumstances, names and address of any witness).

Safeguarding

Whilst it is not the responsibility of **North Berwick Coastal Community Connections** to investigate abuse, there is an expectation on all volunteers that they must alert the Project Officer if they have knowledge or suspicion of abuse or neglect, or any anxiety about the safety and welfare of a service user.

North Berwick Coastal Community Connections has a clear Safeguarding Policy and volunteers must be fully aware of it.

All volunteers recruited within the organisation to work one to one with vulnerable adults will undergo a check through Disclosure Services for the Protection of Vulnerable Groups and also have to provide 2 references. Volunteers also undergo training and assessment for suitability, before being matched with service users.

Staff recruited will also undergo all the checks outlined above.

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