



## **Tibbs Dementia Foundation - Health and Safety Policy**

This is the Health and Safety Policy Statement of Tibbs Dementia Foundation, written in compliance with the Health and Safety at Work Act 1974. The policy applies to employees and self-employed staff, and volunteers working for Tibbs Dementia Foundation as well as to participants in groups and members of the public who may be visiting Tibbs Dementia Foundation activities.

### **Our statement of general policy is:**

- to provide a safe environment for all those working for Tibbs Dementia Foundation or taking part in our groups
- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our staff and volunteers on matters affecting their health and safety
- to provide and maintain safe equipment
- to provide information, instruction and supervision for staff and volunteers
- to ensure all staff and volunteers are competent to do their tasks, and to give them adequate training
- to take all reasonable steps to prevent accidents and cases of work-related ill health
- to maintain safe and healthy conditions for staff working for Tibbs Dementia Foundation and for group participants and visitors
- to review and revise this policy as necessary at regular intervals

### **Responsibilities**

Overall and final responsibility for health and safety is that of the trustees of Tibbs Dementia Foundation. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Chief Executive Officer. Health and safety and individual groups will be the responsibility of the Group Leader.

### **All staff and volunteers must:**

- co-operate with the Chief Executive and Group Leaders on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to the Chief Executive or a Group Leader

### **Health and safety risks arising from our work activities:**

- Risk assessments will be undertaken by the Chief Executive or Group Leader
- The findings of the risk assessments will be reported to the Chief Executive
- Action required to remove/control risks will be approved by the Chief Executive
- The Group Leader will be responsible for ensuring any action required is implemented within their group
- The Chief Executive will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest

### **Consultation with staff**

Tibbs Dementia Foundation will consult with staff and volunteers on the following:

- any new measure which may substantially affect their health and safety at work or the health and safety of group participants, for example new equipment, new ways of working and new procedures
- the information we give to staff on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training
- the health and safety consequences for them of any new technology we plan to introduce

#### **Safe equipment:**

Where equipment is provided in the Tibbs Dementia Foundation office or at one of the groups, the Chief Executive or Group Leader will be responsible for ensuring the equipment is safe and has been properly maintained.

#### **Information, instruction and supervision:**

- Health and safety advice is available from the Group Leader
- Supervision of workers, trainees and volunteers will be arranged/undertaken/monitored by relevant Group Leader.
- The Chief Executive is responsible for ensuring that all staff and volunteers are given relevant health and safety information.

#### **Transport of clients to and from services and activities:**

- Any driving of clients to enable them to attend a service must be undertaken in consultation with the Group Leaders or Chief Executive. The driving of clients by Tibbs Dementia Foundation staff to services and activities should not be encouraged and the regular transporting of individuals to services should be avoided
- Driving of individuals to services and activities should only be undertaken by a paid team member who has had DBS clearance and they must have relevant business insurance added to their car insurance
- A full risk assessment should be undertaken and the worker should be aware of any health concerns of the person being driven should be noted and taken into consideration
- Any exceptions to this must be taken in consultation with the Chief Executive.

#### **Competency for tasks and training:**

- Induction training and any on-going training will be provided for all staff and volunteers by the Group Leaders or Chief Executive
- Job specific training may be required for certain jobs within Tibbs Dementia Foundation.

#### **Incidents, accidents, first aid and work-related ill health:**

- Health surveillance is not required in relation to any jobs at Tibbs Dementia Foundation.
- The first aid box(es) is/are kept at each location
- All incidents, accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Chief Executive
- The Chief Executive is responsible for reporting incidents, accidents and near-misses to the Board.

#### **Monitoring:**

It is the responsibility of the Chief Executive to:

- Check working conditions, and ensure our safe working practices are being followed

- Carry out inspections and spot checks and investigate any accidents or sickness absences that occur.
- Act on investigation findings to prevent a recurrence.

**Emergency procedures – fire and evacuation:**

- The Group Leader is responsible for ensuring the fire risk assessment is undertaken and implemented.
  - Escape routes must be checked by the Group Leader every session.
  - Fire extinguishers are maintained and checked by the venue provider.
  - Alarms are tested by the venue provider.
  - Emergency evacuation drills are the responsibility of the Group Leader and Chief Executive and will be tested every six months.
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- Tibbs Dementia Foundation may provide transport for clients to or from an activity and will be responsible for the client's health and safety while getting in and out of the vehicle and while travelling. Otherwise Tibbs Dementia Foundation will only be responsible for the health and safety of clients while they are on the premises (or at the locations) where services are being delivered.
  - If a member of Tibbs Dementia Foundation staff, or a volunteer, is using their own vehicle to transport a client then the driver must have the relevant business insurance included as part of their car insurance. Where vehicles are hired they must be fully maintained and insured. Drivers of hired vehicles must be trained in the use of the vehicle.
  - All drivers must have a driving licence (Class D1) and have appropriate DBS clearance
  - A full risk assessment should be undertaken and the driver should be aware of any health concerns of the person being driven

*Policy Reviewed June 2016 by Sarah Russell – CEO*

*Policy Reviewed by TDF Board July 2018*