



Somewhere to Go Ltd

St John's Church Hall, 4a Boulevard, Weston-super-Mare, BS23 1NA

April 2025

HSW01 Health and Safety at Work Policy - V.2

Somewhere To Go Ltd is a charity with the aim: to relieve poverty and distress among the most disadvantaged in the community, by providing a space where people can feel welcome and comfortable and create an environment which will enhance self worth & self esteem. To offer nourishing food, clothing; to facilitate access to medical & welfare services; help with housing and benefits.

Responsibility

The Board of Trustees has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

It is the responsibility of line managers to communicate the requirements of this policy and procedure to their employees. All staff including volunteers must comply with this policy and other associated policies and procedures. It is the staff members responsibility to ensure that they have read and understood all the relevant policies and procedures and if for any reason they are unclear they seek the guidance of their line manager.

This policy will enable Somewhere to Go to demonstrate its commitment to keeping safe the vulnerable adults with whom it works.

Scope

This policy applies to all Somewhere To Go Ltd staff and volunteers working in all properties owned or managed by Somewhere To Go Ltd, who are supporting or helping to deliver Somewhere To Go services.

Queries

If there are any queries relating to this policy please contact the Board of Trustees.

General statement of policy

Somewhere to Go is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and office volunteers. The duties are to take care of their own safety and that of other staff, volunteers, and visitors and to cooperate with the Trustee Board and its officers to enable it to carry out its responsibilities.

HSW01 Health and Safety at Work Policy

Charity Registration number 1080963

Company registration number 3928387

Telephone: 01934 641880



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Staff and volunteers have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time
- Adhere to safety procedures laid down by Somewhere to Go from time to time, and conform to all instructions given by those with a responsibility for health and safety
- Record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the next staff meeting
- Meet their other statutory safety obligations including that are laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

1. Organisation and responsibilities

1.1 Trustee Board

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint one person who will take the responsibility for drawing to the attention of the Trustee Board, staff, and office volunteers any health and safety matters that need to be discussed and/or acted upon.

1.2 Delegated responsibilities

Ellie Lloyd, Charity Services Manager, shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular, she will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by Somewhere to Go
- ensuring that staff are provided with suitable seating and appropriate computer workstations
- ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, etc.
- ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained
- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on "Health and Safety Law" is displayed
- making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building

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- ensuring staff and volunteers are given a copy of this Policy and understand its contents; ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the Trustee Board, Chief Officer and staff new legislation on health and safety relevant to the work of Somewhere to Go
- drawing to the Trustee Board's attention any matters with which she is unable to deal.

1.3 Staff and office volunteers

All staff and office volunteers have a responsibility to:

- Read and fully understand the Somewhere to Go Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from Ellie Lloyd, Charity Services Manager.
- Cooperate with the Trustee Board and Ellie Lloyd, Charity Services Manager as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- Report to Ellie Lloyd, Charity Services Manager within 24 hours any accident occurring:
 - on the premises
 - off the premises whilst acting on behalf of Somewhere to Go
- Bring to the attention of Ellie Lloyd, Charity Services Manager any potentially dangerous circumstances that the employee is unable to put right.

1.4 Review

Ellie Lloyd, Charity Services Manager, in conjunction with the Chair of the Board of Trustees, will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every 3 years and will be subject to approval by the Trustee Board.

2. General arrangements

2.1 Accidents, near-miss occurrences, and hazardous situations

Somewhere to Go has a Health and Safety Accident Book located in the Manager's office and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to Ellie Lloyd, Charity Services Manager. In addition to reporting accidents, it is equally important to report near misses and potential hazards to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book the Sheet must be removed and stored separately, e.g. in the personnel file.

It is the responsibility of Ellie Lloyd, Charity Services Manager, to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.



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Ellie Lloyd, Charity Services Manager, is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 7 days incapacity for work
- (e) certain work-related diseases.

A First Aid kit is available in the Nurse's Office, Support Office and Managers Office.

2.2 General fire safety

Ellie Lloyd, Charity Services Manager, is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills.

All staff must also read and understand the Fire Procedure. A fire notice is located in the Main Hall.

3. Personal safety

- 3.1 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- 3.2 All windows and entry doors will be lockable.
- 3.3 Staff who are going to be away on Somewhere to Go business should make it clear to other staff (and put in diary) where they will be, how long for and how they can be contacted.
- 3.4 Staff should inform the office who they wish to be contacted in the event of an emergency giving contact details.
- 3.5 Staff who carry money for Somewhere to Go have the right to be accompanied by another person.
- 3.6 Visits to the bank should not be at a regular time.
- 3.7 Staff should not put themselves at risk on account of Somewhere to Go's property.
- 3.8 All incidents of aggression or violence and any threat to personal safety should be reported to the Chief Officer and recorded in the accident book.
- 3.9 Staff should be vigilant with regards to terrorist incident warnings – e.g. unattended bags.

4. Stress management

- 4.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

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The responsibility for reducing stress at work lies both with employer and employee. Employees should become aware of the causes of stress and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

If an employee is suffering from stress at work, they should discuss this with their line manager or Lisa Cooper at the first opportunity. Where practicable and reasonable, Somewhere to Go will seek to provide assistance to the employee.

Somewhere to Go will do all it can to eradicate problems relating to stress at work.

HEALTH AND SAFETY POLICY CHECKLIST	
<p>Training All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions.</p> <p>The [DESIGNATED PERSON] will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building.</p> <p>The following is a list of things to be checked in SOMEWHERE TO GO's office every six months.</p>	
Date:	<input type="text"/>
Workstations (incl. Display Screens) are safe. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>)	<input type="checkbox"/>
User takes regular breaks from long tasks/positions and ensure VDU users are aware of availability of FREE eye tests. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>)	<input type="checkbox"/>
Lighting is adequate (e.g. no glare should be transmitted)	<input type="checkbox"/>
Environment (noise levels, temperature, humidity, any anti-static device).	<input type="checkbox"/>
Staff have been appropriately trained to carry out their tasks.	<input type="checkbox"/>
First Aid Box is in place and adequately stocked.	<input type="checkbox"/>
Accident Book and procedure is in place and staff are informed of these.	<input type="checkbox"/>
Exits and walk-ways are kept clear and accessible to wheelchair users.	<input type="checkbox"/>
Electrical and other equipment are safe to use and are not being misused.	<input type="checkbox"/>

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Power sources are safe to use and are not misused.	
No trailing wires and damaged floor coverings.	
Warning notices, where necessary, are clearly displayed.	
Heavy or dangerous items are not stored above shoulder height.	
Heavier items are stored in lower drawers of filing cabinets.	
Step ladders are provided and used where necessary.	
Hazardous materials (eg. cleaning fluids) are stored properly and are clearly marked.	
Staff/volunteers are not expected to lift heavy items above their individual capability.	
Security/confidentiality arrangements are adequate (eg. place for valuables)	
Office procedures relating to hygiene and cleanliness are complied with.	
Radiators are kept clear.	

Policy Review

This policy will be reviewed every 2 years in accordance with government and local publications.

This policy will be reviewed in March 2027.