



Building a Better Christchurch Together

Christchurch Community Partnership Limited

HEALTH AND SAFETY POLICY



General statement of policy

- The Christchurch Community Partnership aims to provide healthy and safe working conditions, equipment and systems of work for all our employees, volunteers and other people engaged in our activities and to provide such training and information as is necessary to do this.

Responsibilities

- Overall and final responsibility for health and safety is that of the Board of Trustees. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Executive Officer and Project Leaders where appropriate. The Board will receive regular reports on health and safety matters through the Project Summaries. All volunteers / employees are required to:
 - Cooperate on health and safety matters, contributing as required to the development of risk assessments;
 - Not interfere with anything provided to safeguard their health and safety or that of others;
 - Take reasonable care of their own health and safety;
 - Report all health and safety concerns to one of the Partnership's Executive Officers.

Assessing and minimising health and safety risks

- Risk assessments of potential hazards will be undertaken and recorded in the appropriate Project Summary, at least annually by the Project Leaders.
- Direction on conducting a Risk assessment is detailed in the 'Volunteer Induction – Guidance Pack'.

- A healthy and safety report is to be presented to the Board of Trustees by the Executive Officer at least once a year.
- The Project Leaders will be responsible for ensuring that any actions required to remove or reduce risks associated with their project are undertaken.
- Work practises will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate (eg: pregnancy, known back complaints).

Accidents and 'Near Misses'

- All accidents or 'near misses' that have occurred whilst participating in Partnership activities are to be reported to the Executive Officer and recorded.
- The incident is to be risk assessed to ensure lessons are identified and actions taken to minimise a reoccurrence.
- During their induction training, all volunteers are made aware of the need to report any accidents, unusual or unexpected incidents or 'near misses'.

Training

- All new volunteers / employees will:
 - Conduct an Induction Package, which will draw their attention to this Health and Safety Policy;
 - Be offered further training to support their identified needs appropriate to their work tasks and responsibilities;
 - Be offered a recognised one day First Aid training if working with young people;
 - If required, receive additional training specific to the Project with which they are engaged.

Partnership Meetings

- Much of the Partnership's output revolves around networking other agencies and facilitating meetings; the following health and safety implications are to be considered when convening a meeting:

- Fire Safety: Ensure the venue is in date for fire safety checks and brief the meeting attendees on local evacuation procedures;
- Housekeeping and Premises: Adhere to local policy but in particular, where applicable, ensure:
 - ✓ Safe stacking and storage methods of furniture are followed;
 - ✓ Standards of cleanliness and hygiene are maintained;
 - ✓ Waste is disposed of safely in appropriate containers;
 - ✓ Corridors and exits are kept clear and free of obstruction.
- Electrical Equipment: All equipment being used is in date for its annual check;
- If using electrical equipment outside of the office premises, a circuit breaker will be used;
- All leads and wires are secured so that they do not pose a trip hazard.

Working with Young People

- See Volunteer Policy and Volunteer Handbook for further guidance.
- Parental/guardian consent will be obtained for any volunteers or young people/children participating in activities organised or promoted by the Partnership, who are under the age of 18.
- Additional consent may be obtained for activities where risk assessments have deemed it necessary.
- When working directly with young people/children, the Partnership will consider collecting and keeping emergency contact and medical information.
- Any young people wishing to run a youth led project will be supported to recognise and address all health and safety implications.

Personal Safety

- Many of the Partnership's volunteers work close with the local Community and as such may find themselves having to manage difficult or aggressive situations:

- Trust your intuition. If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation;
- Be prepared. Do you know whom to contact and what to do if a difficult situation arises?
- Be observant. Notice everything around you - exit doors, telephones, windows. This will make you more aware of your surroundings;
- Assess potential risks. Avoid risky short cuts;
- Make sure you have all relevant information. Is there a known problem with whom you are seeing or where you are going?
- Look confident. "Walking tall" and being aware of your surroundings can deter troublemakers;
- Never stay in a situation where you think you may be at risk. Don't feel you have to stay because of your work. You can ask a colleague to come with you. Don't be afraid to ask for help;
- Be aware of personal space - yours and others. Encroaching on other people's personal space can make them aggressive. If others are too close to you and making you uncomfortable, ask for more space or move away;
- Don't get into lifts with people who make you feel uneasy. If you are in a lift and feel uncomfortable, get out and use the stairs, or wait for another lift. Make sure you know where the emergency button;
- Don't accept lifts in vehicles from people you have no reason to trust;
- Think about what you are wearing.
- Dealing with Aggression
- Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.
- Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.
- Do not be aggressive back - this is how anger can escalate into violence.

- Are you the best person to deal with this situation? Going to get someone else is often helpful particularly if they can solve a problem that you cannot.
- Get on the same level as the aggressor. If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away.
- Keep your balance and keep your distance.
- Do not touch someone who is angry.
- Keep yourself between an escape route and an aggressor so you can still get away.
- If the situation is dangerous, then get away as fast as you can. Never remain alone with an actively violent person.
- Reporting. All incidents of aggression or violence should be reported to the Executive Officer / Project Leader and recorded.

Insurance

- The Partnership will hold full public liability for the activities it sponsors.
- If in any doubt about insurance cover, the insurance provider will be contacted for confirmation.
- In the event that activities are not covered under its standard policy, an extension to the cover will be obtained. Written confirmation of this will be kept on file.

Policy Review

- This policy will be reviewed by the Board of Trustees at least every year in January, particularly as the Partnership changes in nature and size to ensure responsibilities are met.



Reverend Sandra Prudom
 Chair – Christchurch Community Partnership
 18 Feb 13