

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Work Stress Solutions (WSS) to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. The Health and Safety objective of the WSS is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident and incident free workplace and learning/therapy environment.

WSS fully supports the 'safe learner' concept and seeks to comply with this in respect of all its learning programmes. WSS is also concerned with the Health and Safety needs of all employees and recognises that particularly groups of employees may have particular Health and Safety needs. We also have an Equality and Diversity Policy which recognises the potential Health and Safety implications of harassment and bullying at work.

WSS shall provide the necessary resource and organisation to fulfil the requirements of the Policy and the WSS's Board of Trustees fully support its implementation.

All employees, course facilitators, volunteers and clients will be provided with such equipment, information, training* and supervision necessary to implement the Policy. (*Course facilitators are responsible for undertaking their own continuous professional development, and training relating to Prevent and the safeguarding of vulnerable adults and children).

WSS recognises and accepts the duty to protect the Health and Safety of all visitors to the charity, including clients, contractors, temporary workers or volunteers, as well as members of the public who might be affected by our operations.

While the WSS Board will do all that is within its powers to ensure the Health and Safety of its employees and clients, it is recognised that Health and Safety at Work is also the responsibility of each and every individual associated with WSS. It is the duty of each employee, course facilitator, volunteer and client to take reasonable care of his/her own and other people's welfare and to report any situation which may pose a threat to the well-being of another person.

The WSS Board will provide every employee with the training necessary to carry out their tasks safely and recognises that an effective Health and Safety programme requires continuous communication at all levels.

Where WSS facilities is operating in facilities provided by a third party, the WSS Board will satisfy itself that the third party's Health and Safety policies and procedures are satisfactory before using that facility. The WSS Project Coordinator will check with the third party whenever attending the facility to ensure that there are no Health and Safety issues which could pose a risk to others, and will communicate these to users if there are factors to be taken into consideration; they will also keep a record of all issues reported to them (or which they report), and the action taken.

WSS's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. It will be reviewed at least annually.

RISK ASSESSMENT

All activities undertaken by WSS will be subject to a risk assessment.

This will involve identifying possible risks; those who are in danger from the risks; the likelihood of the risks; and whether or not the level of the risk is acceptable.

For all risks identified control measures will be introduced to minimise the risks and emergency responses to the risks will be developed.

DATA HANDLING

All reporting and recording will be according to the Health and Safety at Work etc. Act 1974 and subsequent legislation. In addition, all data recorded, collected and deleted will follow our new Compliance and Data Handling Policy which reflect the General Data Protection Regulations (GDPR May 18).

Policy Review Date: This policy will be reviewed every three years or earlier if legislation changes.