

Registered Charity Number 1135144

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 particular 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 continuous professional

development, and training relating to Preventing and 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 are also the responsibility of each, and every individual associated with WSS. It is the duty of each employee, course facilitator, volunteer, and the 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 and volunteers 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 are 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 Volunteer Coordinator/ Client 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.

At WSS we use security precautions that protect everyone including, staff, clients, and visitors.

- All the venues we use are safe and secure. In case there's an emergency there are Panic buttons in each room we use to alert staff in the building for help.
- All staff have access to phones to call emergency services.
- Physical abuse is not dealt with alone. A minimum of 2 members of staff will be present to deal with this situation. All information is recorded as per WSS guidelines.

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 reflects the General Data Protection Regulations (GDPR May 18).

WSS uses information from [HSE: Information about health and safety at work](#) to keep updated with current laws and procedures.

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