

Health and Safety **Policy**



Supporting our Parenting Community

Registered Charity Number 1177508

Introduction

Get Me Out The Four Walls is committed to achieving high standards of health and safety for all Employees, Volunteers and Visitors / Referrals of our Service. Its duty of care extends to all individuals equally, wishing to avoid carelessly causing injury to any persons and to ensure that no one is exposed to risks of their health and safety.

Scope and Definitions

This Policy applies to all paid employees and Volunteers, which collectively referred to as 'You' or 'Your' in this document. 'Staff' refers to both employees and volunteers.

To this effect, Get Me Out The Four Walls shall, as is reasonably possible:

- Have adequate Insurance, which covers all staff, volunteers and visitors of events and for staff visiting referrals own premises.
- Ensure that risk to your health and safety are assessed regularly, actioned upon if necessary, as soon as reasonably possible, and actions taken to prevent further risk – This includes for home working.
- Provide a First Aid box or boxes where public meet establishments do not
- Provide Adequate instructions to any health and safety procedure e.g. fire exits, safety, location of the first aid box.
- Record any accidents or injuries you sustain whilst working, both at home and at any site Get Me Out The Four Walls maybe using.
- Ensure Risk and Fire safety procedures are completed/met for all public meets.
- Ensure all staff are aware of our Health and Safety Procedures.

Staff should abide by the following guidelines:

- Take reasonable care of your own health and safety.
- Take reasonable care not to put other people, such as fellow staff or service users / visitors, at risk by what you do or do not do in the course of your volunteering.
- Not to misuse or interfere with anything that has been provided to you for your health and safety e.g. fire extinguishers or First Aid Boxes.
- Inform Senior Management as soon as possible if you have identified any health and safety concerns.
- Act immediately if you discover anything on the premises, including Public premises where your meet maybe held, which is faulty or damaged and could cause harm to yourself or others.
- Be familiar with your surroundings with regards to yours and visitors health and safety. It all staffs responsibility at all meets and events to ask Management for all fire exists, first aid boxes and procedures.
- Be familiar with the fire and safety procedure of Get Me Out The Four Walls and all public establishments used by Get Me Out The Four Walls staff - Location of fire extinguishers, exits and meetings points in the event of a fire should be relayed to all visitors of our events to ensure minimal risk.