

**Policy Control**

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Revision History

Reason for Revision	Rev. No.	Approved by	Revision Date
Annual Revision	1.0	James Hazleton	20/05/2024
Annual Revision	2.0	James Hazleton	04/05/2025

Distribution List

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1 INFORMATION

1.1.1 Policy Statement(s) Covered in this Document

This statement is Dizzy Heights Specialist Services Ltd. (hereafter Dizzy Heights) policy on Health and Safety.

1.1.2 Other Relevant Policies

Safeguarding and Child Protection Policy

Use of Vehicles

1.1.3 Information/Data Security Considerations and Controls

In producing this Policy and Related Procedures Document, careful consideration has been given to the following:

- Applying appropriate permissions regarding who is able to read and modify the document.
- Reviewing security and access permissions and finding that they are not applicable to the content of this document.
- Reviewing data protection requirements and finding that they are not applicable to the content of this document.
- Reviewing employment legislation and codes of practice requirements and applying the appropriate actions to ensure necessary compliance.

1.1.4 Adherence to Policies and Related Procedures

Failure to comply with this Policy and Related Procedures Document may result in disciplinary action being taken.

2. SCOPE

Dizzy Heights recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice.

Dizzy Heights will, so far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of systems of work that are safe and healthy
2. The provision of such information, instruction, training, and supervision to ensure the health and safety at work of employees, volunteers and clients on the premises and out in the community
3. Arrangements for ensuring safety and absence of risks to health in conjunction with the use and handling, storage and transport of articles and substances
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work and safe access to and from it
5. Arrangements for ensuring the safety of volunteers, employees, and service users out in the community

3. INTRODUCTION

Dizzy Heights is committed to the protection of all people using its premises (owned or hired) from any form of accident and seeks to provide a safe and healthy environment for its employees and volunteers when at work and out in the community. Where its premises are used by other organisations, they will have read and understood the health and safety policy and they will give their cooperation and compliance.

In fulfilling this commitment, Dizzy Heights will strive to eliminate all foreseeable hazards which may result in personal injuries or illness in order to comply with the Health & Safety at Work Act 1974

The Operations Director (J. Hazleton) is responsible for all day-to-day Health & Safety matters across Dizzy Heights, whilst Lead Staff members oversee this during sessions. If you notice anything that presents a risk to either health or safety, this must immediately be reported to the Operations Director. Any occurrence which you feel may lead to an offence under the Health & Safety Act must be reported to the Lead Staff or the Directors using an The Incident and Accident Report Form. (available online <https://forms.office.com/e/FWDxbaCxVX>)

This policy will be reviewed every year and will be updated should there be any changes in organisation, equipment or working practices.

4. RESPONSIBILITIES

4.1 Board of Directors

The Directors hold overall responsibility for Health & Safety throughout Dizzy Heights and will monitor the safety policy on a regular basis. The Directors will be appraised of Health & Safety matters to ensure that sufficient resources are available to provide the necessary Health & Safety equipment where appropriate. Moreover, information and training for volunteers and employees will be provided (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

4.2 The Project Manager

- I. The Project Manager's responsibilities cover the maintenance of safety records & safety equipment in Dizzy Heights; required communication with employees and volunteers on Health & Safety issues and any relevant concerns that they may have; investigation of accidents; providing accident statistics annually and arranging relevant training in Health & Safety as well as keeping a watch on changing Health & Safety legislation. The

Project Manager will report directly to the Directors, both formally and informally throughout the year.

- II. The Project Manager is also responsible for ensuring that the organisations obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations and display screen equipment are met. This includes the provision of eye examinations where appropriate.
- III. Ensure that each new employee and volunteer is given induction training, including the precautions and procedures appropriate to their specific jobs (All new members of staff will be shown the location of first aid boxes, fire exits and firefighting equipment)
- IV. Ensure volunteers & staff are made aware of any procedures and designated persons to implement procedures
- V. Ensure all staff are aware of the Health & Safety policy
- VI. Ensure that any temporary employee or volunteer will be provided with comprehensible information before he/she starts work about any special occupational qualifications or skills required in order that the work can be carried out safely.
- VII. The Project Manager shall have the responsibility to provide leadership and to promote responsible leadership attitudes towards Health & Safety. The Project Manager must ensure that all tasks carried out throughout their project are performed with the utmost regard for the H&S of all those involved. The Project Manager will pay particular regard to:
 - a. Equipment and methods of working to ensure they are safe and do not endanger their own or anyone else's health.
 - b. Providing safe arrangements for the handling and storage and movement of materials, equipment and substances
 - c. Supply sufficient information, instructions, training and supervision to enable employees and volunteers to avoid hazards and contribute positively to their own health and safety at work
 - d. Inspect equipment such as lighting, passageways, fire alarms, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance. Ensure that the prescribed electrical testing is carried out on any equipment.
 - e. Ensure that volunteers are aware of any procedures in place to deal with serious or imminent danger.
 - f. Assessing any possible risks to the Health & Safety of volunteers, which may occur in carrying out any tasks and considering ways to prevent or decrease risks.

4.3 All Employees and Volunteers

All employees and volunteers have a responsibility to do everything they can to prevent injury to themselves, their fellow workers and others affected by their actions or omissions at work. They are expected to follow procedures in particular to report any incidents to their supervisor which have led or may lead to injury or damage.

All employees and volunteers should ensure that they use any equipment provided in accordance with the training that they have received and the instructions of the maker, inform their supervisor about any serious or imminent danger, and also report any short comings that they see in the protection arrangements. If the supervisor or manager is not available, an employee or volunteer may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and unavoidable danger. Anyone who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with the supervisor after the danger has ceased or has been dealt with.

5. WORKING IN THE COMMUNITY

5.1 Code of Safe Practice

- i. Don't enter a situation that you think is dangerous. Be aware of any Health and Safety hazards.
- ii. The Dizzy Heights telephone number and the mobile numbers of staff should be carried with you.
- iii. Avoid carrying valuables.
- iv. Always know where you are going and the best route to get there. Don't take short cuts that you are not sure of.
- v. Don't go out on your own after dusk.
- vi. Try and ensure that your transport is reliable and carry a small amount of money with you for emergency use.
- vii. Don't use any power tools or equipment unless you have had the necessary training to do so.
- viii. Don't take on jobs that have not been agreed by Dizzy Heights.
- ix. Wear protective clothing as and when necessary.
- x. Report any incidents to the Project Manager, or your supervisor as soon as possible.
- xi. Any vehicles used by Dizzy Heights volunteers or employees must be properly insured for business use and have up to date TAX and MOT.
- xii. Volunteers and employees must not accept payment from clients for work done.

5.2 Violent Situations

- i. While attempting to prevent an act of violence employees or volunteers should not take personal risks.
- ii. No-one should, when defending themselves, strike another person or use provocative language or gestures.
- iii. Paid and volunteer workers are authorised to take whatever immediate action is necessary to deal with a violent situation, including calling the police (999).

5.3 Reporting Accidents

- 5.3.1 In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for an ambulance supervisor or first-aider as appropriate.
- 5.3.2 Report the full details to your supervisor or the Project Manager, who will record the incident in the Accident Report Form. It should be completed as soon as possible after the incident so that the memory of it will still be fresh in everyone's mind. The accident will be reported to the Board of Directors as and when necessary. The Project Manager will ensure that the necessary action is taken to prevent recurrence.
- 5.3.3 Any 'near miss' incident which occurs should also be reported to your immediate supervisor who will be responsible for making a report to the Project Manager.
- 5.3.4 Dizzy Heights insists that a written record, using the Accident Report Form, is kept of any accident, however minor, which occurs in the workplace. In any event there is a legal requirement that written records of 'reportable' accidents and dangerous occurrences be kept for a minimum of three years.

5.4 First Aid

- 5.4.1 During the induction programme, employees and volunteers will be shown the location of the first aid box and given the names of first-aiders and appointed persons together with information on how to contact them. A first-aid kit must be taken on any off-site and/or remote activities.
- 5.4.2 Staff will be provided with First Aid training (minimum one-day Emergency First Response First Aid At Work) which needs to be refreshed every 3 years.

5.5 Fire – (Procedure for the office and, where reasonably practicable, for incidents out in the community)

- 5.5.1 Fire exits must be kept clear from obstruction. All employees and volunteers must know their evacuation route and assembly point in case of fire. They must consider their fire and escape routes before entering a home or building.

The fire procedure can be summarised as:

SHOUT	GET OUT	GET THE BRIGADE OUT	STAY OUT
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- 5.5.2 If you discover fire:

- WITHOUT PERSONAL RISK, try to put the fire out if possible, direct the fire appliance to the base of the flame.
- Leave the building immediately. Do not run. Do not use the lifts. Do not delay for personal belongings. Do not re-enter the building unless instructed to do so.
- Make sure that the fire services have been called.
- Report the incident as soon as possible to the Project Manager.

5.6 Health, Hygiene and Safety Inspections

All employees and their work premises are subject to the Health and Safety at Work Act 1974. This stipulates that the health, safety and welfare of employees at work is the employer's responsibility: to verify that the required standards continue to be met a periodic inspection will be carried out including.

- The condition of the toilets and kitchen, cleanliness of surfaces and appliances in good working order.
- Tidiness of main office, cleanliness, safety of electrical items and wiring, clear fire exits.
- Fire alarms tested
- First Aid Box up to date
- Condition of Fire Extinguisher

Note – in most cases, Dizzy Heights hires premises from 3rd party organisations. The hirer therefore will have liability and responsibility to ensure it is compliant with Health and Safety regulations. In these circumstances, Dizzy Heights must comply with the hirers own policies and procedures.

We are committed to regularly reviewing our policy.

This policy is reviewed by Dizzy Heights leadership team on an annual basis or sooner if there is a change in legislation or there is applicable learning from a critical incident.

Date of next review: **04/05/2026**

Signed by D. Protheroe on behalf of Leadership Team (J. Hazleton, K. Jodiyawalla, D. Protheroe)

A handwritten signature in black ink, appearing to read 'D. Protheroe', with a horizontal line drawn through the middle of the signature.

David Protheroe, 04/05/2025