



Health and Safety Policy and Procedures

Date of Last Review:	09.01.2024
Review Completed by:	Stephen Foster (COO)
Date Signed off by Trustees:	22.01.2024
Signed off by:	Alison Orman (Chair of Trustees)
Next review due on:	22.01.2025



Fire Safety Officer: Dave Parish
Health and Safety Officer: Dave Parish
Chief Executive Officer (CEO): Rebecca Fell

- ICN will provide a healthy and safe working environment for all its staff and volunteers.
- ICN will provide a healthy and safe living environment for all those living in ICN provided accommodation and/or are under its care.
- This policy will be issued to all members of ICN staff and be available to everyone under its care.

Responsibilities

- Every member of staff is responsible for health and safety and we all need to be accountable to make sure the office and other venues used by ICN are a safe place to work and be used by service users. If staff spot any hazards, it is important they deal with them or report them to the Health and Safety Officer if in the office, and to their line manager if a venue outside the office. However, the CEO has overall responsibility to ensure overall resources are allocated, the health and safety policy is updated, legal obligations are complied with and there is effective reporting and addressing of any subsequent issues.
- The Health and Safety Officer has immediate responsibility for health and safety in the office and to carry out a health and safety check in the office twice a year.

Lone-working

See ICN Lone-working, Safeguarding and Code of Conduct policies.

Fire:

The ICN Fire Safety Officer is responsible for:

- Fire safety in the office.
- Conducting an unannounced fire drill three times per year.
- Ensure all staff know how to respond in the event of a fire.
- Arranging the office fire alarm system check to be carried out at least once a year by AEC.

In the event of a fire at the office:

- If the fire alarm has not gone off, please shout "FIRE" loudly so everyone in the office is aware.
- If the fire is small and localised, and you can contain it with a fire extinguisher and have been trained, use one promptly.
- If the fire is not contained, leave the building quickly but without rushing, leaving all property behind, closing doors behind you.
- The Fire Safety Officer to direct everyone to the Fire Meeting Point outside the building.
- Call the Fire Brigade on a mobile.
- Check that all people who were in the office have exited safely and the Fire Safety Officer to carry out a register ensuring everyone who was signed into the building is outside at the meeting point.



Electrical Equipment:

- The Health and Safety Officer will carry out a visual inspection of electrical equipment twice a year as part of the health and safety check in the office.
- All electrical equipment should be inspected and PAT tested at least every 2 years by an electrician.
- Staff should not bring their own electrical appliances from home unless they have been recently been inspected and PAT tested.

First Aid:

- All staff should be aware of which members of staff are First Aid trained.
- All staff should be aware that the First Aid kit is stored in reception behind the door.
- The Health and Safety Officer is responsible for checking that the First Aid kit is complete and all the items are in date.

Manual Handling:

- Staff should be aware that heavy equipment, such as tables and chairs, should be moved appropriately and, if necessary, by trolleys.
- Staff who are likely to carry heavy objects as part of their job should attend Manual Handling training. This training should be updated periodically.

Regular Computer Use:

- The Health and Safety Officer and/or appropriate line managers should ensure that staff know how to adjust their computers, chairs etc. For their own comfort and safe use.
- All staff are advised to take a five-minute break from using the monitor after every hour of computer use where possible.

Housekeeping and Hygiene:

- Housekeeping will be discussed regularly at staff meetings as regards to health and safety by the Office and Communications Manager.
- The Health and Safety Officer should monitor the performance of cleaning.
- Cleaning materials must be used safely in accordance to the manufacturer's instructions, and stored securely in a locked cupboard (under the kitchen sink or under the stairs).
- Communal areas should be kept clean, clear and in good repair. This is the responsibility of every member of staff. The Health and Safety Officer should periodically monitor compliance.
- Each member of staff is responsible to ensure that adequate standards are maintained in their office.
- Waste paper bins should be emptied regularly.
- Any spillages should be cleaned up and dried immediately.



Recording:

A health and safety log will be kept in an electronic file in the International Care Network folder, under Health and Safety, and in it will be recorded:

- Dates of regular inspections of office hazards and First Aid kit checks; action that needs to be taken; a record of that action being completed.
- Details of any accident or health and safety incident at the office.
- Details of any accident or health and safety incident, outside the office but work-related.

Annual Health and Safety Review

The CEO and Management team will carry out an annual review of all aspects of health and safety and formulate a plan to address any issues identified.