



## **Health and Safety Policy**

This is a North East Forum on Ageing policy and applies to all NEFA staff and volunteers and anyone carrying out work on behalf or under the instruction of NEFA. This policy statement will be displayed in all NEFA premises and will be made available to all interested parties and those working under the control of NEFA

### **Purpose**

This policy sets out our commitment, vision and general approach to the management of health and safety across all activities of North East Forum on Ageing (NEFA).

NEFA believes that all staff, partners, and volunteers have a role to play in achieving the aims of North East Forum on Ageing and continually improving Health and Safety performance. NEFA is therefore committed to managing the Health and Safety aspects of its activities, in line with relevant legislative requirements, best practice, and its policies and procedures.

### **Context**

Policy requirements are in accordance with, the Health and Safety at Work etc. Act 1974.

### **Health & Safety Policy Statement**

NEFA acknowledges the importance of good health and safety practice and recognises that health and safety management must be accepted as being of equal importance to other aspects of our business performance and integrated into our core business practices. We have the opportunity to improve the lives of older people. By enabling our staff and volunteers to make right decisions, we meet our aims and objectives and protect NEFA so that it can make a positive difference to people's lives now and in the future.

NEFA is committed to managing our operations in a way that prevents injury, ill-health, and ensures safe and healthy places to work, and volunteer. We will, as a minimum, comply with all relevant legislation, statutory requirements and other applicable Health and Safety obligations and management standards.

We will, so far as is reasonably practicable, ensure the health, safety and welfare of all NEFA staff, volunteers, and other people who may be affected by our actions. To achieve these aims we will:

- Ensure our managers, staff and those we work with understand the contribution they make towards controlling and managing risk

- Implement suitable risk management programmes to ensure our services and activities are planned, designed, managed and conducted in a manner that prevents injury and ill health to anyone who may be affected by our activities
- Ensure the availability of professional and competent Health and Safety assistance, advice and support
- Provide suitable and sufficient training, information, instruction and supervision so our staff and volunteers have the necessary skills and support to work without risk to themselves or others
- Promote involvement, engagement and participation in the management of Health and Safety and ensure adequate facilities are in place to consult and communicate with all relevant stakeholders on health and safety matters. Establish measurable goals, objectives, targets and improvement plans to facilitate the maintenance and continual improvement of our health and safety performance
- Promote the development of a positive health and safety culture, visibly demonstrating our commitment to achieve and maintain high standards of health and safety performance and management
- Establish suitable programmes to monitor, measure and review our health and safety performance to ensure that high standards are maintained to deliver continuous improvement  
Provide adequate resources to support the delivery of our policy and supporting management arrangements

**This policy will be made available to staff and other parties through appropriate channels. All staff, volunteers and others are required to co-operate with us in implementing this policy and fulfilling our statutory duties. Staff, volunteers and others must ensure that their own work, so far as is reasonably practicable, is carried out without risk to the Health and Safety of others.**

**This policy provides the setting and framework by which we will review our health and safety objectives and will be subject to annual review.**

## **Organisation**

Every NEFA members of staff and volunteers have a duty of care to themselves, their peers, colleagues, volunteers and, most importantly, the older people we work with. We all have a role to play, and it cannot be divorced from any activity that we undertake. The Health and Safety of events and activities must be considered at every stage of planning and execution, and risks must be assessed and removed, or controls implemented to reduce them to the lowest reasonably practicable level, unless otherwise required by legislation.

## **North East Forum on Ageing**

Board have responsibility for ensuring there is an effective and proportionate Health and Safety strategy, policy and resource in place and will receive regular updates. The Board of NEFA are collectively and individually accountable for all aspects of the organisation's health and safety performance and management.

## Responsibilities for all Staff and/or Consultants

Staff must be aware of NEFA Health and Safety policy.

All staff have a duty to ensure that they:

- \* Take reasonable care of their own Health and Safety and of others who may be affected by their acts or omissions at work,
- \* co-operate with NEFA in the fulfilment of its responsibilities as detailed in the Health and Safety policy,
- \* do not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or welfare,
- \* comply with any instruction, information and undertake the relevant training provided,
- \* immediately report all incidents, accidents, near misses, emergencies and crisis situations (including fatalities) in accordance with procedures.

## Volunteers

We recognise the importance of our volunteers and the contributions they make to NEFA.

We will ensure that all our volunteers receive suitable and sufficient information, training and support and that risk to their health and safety are included in our planning.

## Staff and Volunteer Consultation

NEFA will ensure appropriate engagement and consultation on Health and Safety issues.

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