

## Policy statement

MyBnk is committed to ensuring the health, safety and welfare of its staff, freelancers, volunteers and service users. This policy outlines the steps MyBnk have taken to provide a safe environment for them and all those attending its premises. In particular we are committed to maintaining safe and healthy working conditions through the control of risks arising from our work activities. Hereafter the term 'workforce' should be taken to refer to all MyBnk staff, freelancers and volunteers. This policy is in full compliance with the Health and Safety at Work etc Act 1974 and is guided by the Health and Safety Executives approved codes of practice and regulations.

In accordance with our health and safety duties, we will:

- Assess health and safety risks which arise from our work activities and provide adequate control for these risks
- Consult with our workforce on matters that affect their health and safety
- Provide and maintain safe and healthy working conditions
- Provide information, instruction and supervision to the workforce on health and safety procedures and practises
- Ensure that equipment provided is safe to use and properly maintained
- Promote co-operation within the workforce to aid a safe and healthy working environment
- Ensure every member of the workforce is competent at performing their tasks safely, and given adequate training
- Prevent accidents and causes of work-related ill health
- Monitor and review this policy as necessary and at regular intervals

## Responsibilities

Overall and final responsibility for health and safety at MyBnk lies with our board of Trustees, who are responsible for managing risks through the maintenance of an effective system of internal control. The Trustees have nominated the Chief Operating Officer (COO) as the Principal Health and Safety Officer, who has day-to-day responsibility for health and safety matters. They are responsible for ensuring that the system is followed and for keeping the board of Trustees informed of all key issues and developments.

It is the responsibility of line managers to ensure this policy is put into practise within their teams and that health and safety issues are reported to the COO.

All members of the MyBnk workforce:

- Share a responsibility for achieving safe and healthy working conditions.
- Must consider the health and safety implications of their actions and/or omissions and take reasonable care of their own health and safety as well as that of others.

- Should report any health and safety concerns to the Principal Health and Safety Officer.
- Must co-operate with the Principal Health and Safety Officer, supervisors and managers on health and safety matters
- Must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

Failure to meet the responsibilities outlined in this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## **Information, instruction, supervision and consultation**

MyBnk are committed to providing information, instruction and supervision on health and safety matters for the workforce as well as consulting with them on health and safety procedures. Consultation with the workforce is facilitated by their participation in the risk assessment process annually, which gives everyone the opportunity to assess the risks associated with their work. Health and safety concerns can be raised at any other point with line managers, the COO, CEO, or the board of Trustees. These will be recorded by the Principal Health and Safety Officer.

The Health and Safety Law poster should be correctly filled in and displayed at the office. Health and safety advice regarding MyBnk's activities is available from the Principal Health and Safety Officer, line managers or the Finance and HR officer. Supervision of young workers/ trainees will be arranged by their direct line manager and monitored by the Principal Health and Safety Officer.

MyBnk's Education Coordinator is responsible for checking that, when working at locations under the control of other organisations, the workforce will be given relevant health and safety information on their arrival at the location. It is then the responsibility of the partner organisation to ensure the workforce receive a health and safety briefing on arrival.

## **Lone working**

A lone worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision.

MyBnk will ensure that members of the workforce who work alone are provided with the necessary training. Partner organisations where MyBnk's lone workers deliver finance or enterprise education will be expected to have health and safety policies in place and have conducted the necessary risk assessments. If a member of the workforce is threatened or feels as though they are at risk of harm then they should immediately stop what they are doing and report the incident to the Principal Health and Safety Officer.

MyBnk lone workers will be expected to check in with their line manager on a regular basis by email, text message or telephone. They should check in initially when they

arrive at a venue and then once again when they are leaving so that their line manager can ensure they are safe. MyBnk has an Emergency number where trainers and other workers can seek advice and support outside office hours.

When supervising young people on our premises (such as during Youth Advisory Panel sessions), there always have to be at least two employees present.

## Equipment

The MyBnk workforce must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to the Principal Health and Safety Officer.

Members of the workforce must ensure that health and safety equipment is not interfered with and that any damage is immediately reported. No member of the workforce should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure. Line managers are responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented.

MyBnk will undertake PAT testing of electrical appliances. The timing of such tests will be assessed by the Principal Health and Safety Officer, who will liaise with the line managers of each team. Both will take account of the risks associated with each item of equipment.

## Accidents and first aid

Any accident at work involving personal injury should be reported to the Principal Health and Safety Officer so that details of the accident can be recorded in the Accident Book. All accidents should be reported, however trivial, and all staff must cooperate with any resulting investigation.

MyBnk have a legal duty, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), to report work-related deaths, major injuries, hospital admissions, over three day injuries, work related diseases, and dangerous occurrences (near miss accidents). This should be done by the Principal Health and Safety Officer calling the Incident Contact Centre (ICC) on 0845 300 99 23. Copies of submitted RIDDOR forms should be sent to the CEO.

A suitably stocked first aid box is kept and maintained in the office and we have trained first aiders on site. Details of first aid facilities and trained first aiders are available from the Principal Health and Safety Officer.

## Emergency evacuation and fire precautions

The workforce are given instructions on what to do in the event of a fire during their induction and are also expected to familiarise themselves with the evacuation procedure. They are shown where the fire extinguishers are and made aware of their nearest fire exit. Further information about what to do in the event of a fire can be sought from the Principal Health and Safety Officer.

MyBnk have a Fire warden who is responsible for the effective evacuation of the office. In the event of a suspected fire or fire alarm the workforce are to follow their instructions. Regular fire drills are held to ensure that our fire procedures are effective and to ensure the workforce is familiar with them.

Members of the workforce are expected to notify the Principal Health and Safety Officer as soon as possible if there is anything that might impede their evacuation in the event of a fire.

If a member of the workforce discovers a fire they should not attempt to tackle it unless they have been trained or feel competent to do so. They should operate the nearest fire alarm and inform the fire warden immediately.

On hearing the fire alarm the workforce should remain calm and evacuate the building immediately following the instructions of the fire warden. They should walk quickly not run, not stop to collect personal possessions, and not re-enter the building until they are told that it is safe to do so.

## Risk assessments, DSE and manual handling

General workplace risk assessments are carried out annually or as reasonably requested by members of staff or management. Line managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

If you use a computer for prolonged periods of time you can request a workstation assessment by contacting the Principal Health and Safety Officer.

The workforce is briefed on the correct way to handle heavy goods during their induction and can seek further guidance from the Principal Health and Safety Officer.

## Review of policy

The Principal Health and Safety Officer will ensure that this policy is reviewed. We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

# Health and Safety Policy



Policy implemented (date initially ratified by MyBnk's trustees)	May 2010
Last reviewed	December 2020
Next review	December 2022
Responsible member of staff	Health and Safety Officer