



## Health and Safety Policy all the Active LD Team



The Active LD team are:  
LD Advisors, Directors, Staff and Volunteers



<b>Health and Safety:</b>	Active LD wants to stop accidents happening and make sure people keep physically and mentally well.
<b>Policy:</b>	A set of rules or guidelines telling the Active LD team how we need to behave

	<p>Everyone should try to stay safe by taking care of each other and of the places we work.</p>
	<p><b>Follow the safety rules</b></p> <p>If we don't understand something, we must ask for help.</p>
	<p><b>Check for dangers – this is called a risk assessment</b></p> <p>Before an activity happens, we look for things that might be unsafe (like trip hazards or sharp objects) and make a plan to stop anyone getting hurt.</p>
	<p><b>Talk to the right person if something seems unsafe.</b></p> <p>If someone sees a problem or has a safety worry, they should tell:</p> <ul style="list-style-type: none"><li>• the Executive Director (Betty) or</li><li>• the Health &amp; Safety Officer (Nicky).</li></ul>

	<p><b>Tell an Active LD director or Active LD staff if someone gets hurt.</b></p> <p>Any accident - big or small - must be reported straight away so a form can be filled in and everyone can stay safe in the future.</p>
	<p><b>Working alone needs extra care</b></p>
	<p><b>Training helps us stay safe.</b></p> <p>The Active LD Team get taught how to do things safely so they know the best way to help others.</p>
	<p><b>Looking after mental health is important too.</b></p> <p>Active LD cares about mental health as well as physical safety.</p> <p>If someone feels stressed or unhappy, they should tell the Executive Director (Betty).</p>
	<p><b>Be kind and look out for each other.</b></p> <p>Everyone in the Active LD Team should help make the workplace friendly, fair, and safe for everyone.</p>

## Health & Safety Policy

### **Statement of Policy:**

Active LD has a legal duty to take reasonable care to ensure the health, safety and welfare of employees. We will regularly assess all risks to employee's health and safety and take steps to control these risks. This policy aims to proactively prevent the occurrence of ill health and potentially harmful levels of stress.

### **Health and Safety in Practice**

We are required by law to provide you with a work environment that is safe and healthy. This includes ensuring that you understand safe methods of working, which may involve appropriate training. In return, you have a legal responsibility while at work to take reasonable care of your safety and the safety of anyone else who may be affected by your actions. You must not take unnecessary risk.

You must comply with safe working methods and risk control procedures that have been laid down for the work activities you undertake. If you are in any doubt about health and safety measures, you must ask the Executive Director for guidance.

### **Risk Assessments**

Each of Active LD activities are risk assessed, shared with staff and volunteers involved in the activity and records retained on the shared drive. Risk assessments are regularly reviewed, to identify possible hazards and plan methods of reducing risk to health or safety. Risk assessments are the responsibility of the Executive Director.

**Communication and Consultation.** If you have any suggestions, comments or concerns about any aspect of health and safety, you should raise them first with

the Executive Director or The Health and Safety officer (Director, Nicky Collier)

**Accident/Incident Reporting.** You must report all incidents/accidents immediately to the Executive Director who will, on the basis of the information you provide, complete an incident/accident report form. This includes incidents/accidents to volunteers, employees or those taking part in Active LD activities

**Compensation.** If you are accidentally injured while at work and believe you are not to blame, you should speak to the Executive Director in the first instance. If you think, or are advised, that your accident might have long-term ill effects, you should apply to the Department for Work and Pensions for a decision on whether or not it was an 'industrial accident' (which might, in turn, give you extra rights to social security benefits).

**Lone Working.** During the course of your work, you may work alone, so to ensure any risks are minimised, you should complete a lone working risk assessment and refer to the Lone Worker policy and procedures for further guidance.

**Reducing Risks & Preventing Accidents.** We are committed to the provision of a safe and healthy working environment, to the prevention of accidents and work-related ill health and to continuous improvement in our performance in all matters of health and safety. The Executive Director will support in achieving these goals and providing best practice.

**Monitoring Performance.** The Executive Director is responsible for the reporting of accidents and work-related health and to investigate incidents promptly and effectively. They also ensure recording of health and safety incidents and their

investigations allowing Active LD to manage these risks more effectively.

Continuous improvement and consultation between employer and employees/volunteers is encouraged.

**Information and Training.** Having identified a clear structure and responsibilities for health and safety within Active LD, we provide information, training or instruction as appropriate for all employees to fulfil their specific responsibilities.

**Work Related Stress:** The protection of psychological health is part of our overall management of workplace health and safety. Our aim is to:

- Prevent, so far as is practical, those circumstances in which work related stress may have a negative impact on employee's health and well-being; and
- Promote work practices, which are fair and non-discriminatory with regard to those with either mental or physical ill health.

**The Executive Director** is responsible for the health and safety of the Active LD team and should be the first point of contact if employees/volunteers have any questions or concerns.

**They will** be expected to:

- Maintain a harmonious working environment
- Look out for symptoms of ill health and stress in their teams
- Take complaints of stress/ill health seriously
- Promote workplace communication and staff/volunteer participation
- Encourage individual team members to seek advice and support from the appropriate sources
- Uphold confidentiality

- Support individuals who have suffered from work-related stress and advise them on a planned return to work
- Refer to other sources of advice or specialist agencies as required.

**Employees and Volunteers** are expected to:

- Encourage and help to maintain a harmonious working environment
- Recognise that their behaviour and actions have a direct effect on those around them
- Raise issues of concern with the Executive Director, or a board member.

**Adopted on: 7<sup>th</sup> April 2025**

**Next review: 7<sup>th</sup> April 2027**