



Heartprint Incident Report Form

Application of Policy

This policy applies to all associates of Heartprint, including but not limited to: staff, interns, volunteers, employees, prospective employees, counterparts, consultants, contractors, partner organisation members and visitors.

Heartprint will ensure the Health & Safety Policy remains relevant and effective. Heartprint will consistently monitor all risks pertaining to health & safety and when needed, make any necessary changes to the Health & Safety Policy. Heartprint will advise and assist all associates in the implementation of the policy.

Statement of General Policy

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Directors of Heartprint.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the General Manager.

However all employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement). Health and safety risks arising from our work activities

Risk assessments will be undertaken by the General Manager.
The findings of the risk assessments will be reported to The Board of Directors.
Action required to remove/control risks will be approved by The Board of Directors.

The General Manager will be responsible for ensuring the action required is implemented.
The Board of Directors will check that the implemented actions have removed/reduced the risks.
Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

Consultation with employees

Heartprint will consult with employees on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees will be in a form that can be easily understood.

Heartprint will consult directly with employees through team meetings and face-to-face discussions.

Heartprint will allow enough time for employees to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.

Heartprint will take employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

The General Manager will be responsible for identifying all equipment needing maintenance.

The General Manager will be responsible for ensuring effective maintenance procedures are drawn up.

The General Manager will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to the General Manager immediately.

The General Manager will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The General Manager will check that new substances can be used safely before they are purchased.

Information, instruction and supervision

Health and safety advice is available from the General Manager.

Supervision of interns/trainees/volunteers will be arranged/undertaken/monitored by the General Manager.

The General Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by the General Manager.

Job specific training is not required for any jobs within Heartprint.

Training records are kept at the Heartprint Office by the General Manager.

Training will be identified, arranged and monitored by the General Manager.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at Heartprint

A first aid box is available in the following places:

- Heartprint Staff Room
- Heartprint Office
- On location of all house builds

The appointed person/first aider is the General Manager

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Heartprint Office.

The Business Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur.
- the General Manager is responsible for investigating accidents.
- the General Manager is responsible for investigating work-related causes of sickness absences.
- The General Manager is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The General Manager is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by the General Manager daily.

Emergency evacuation drills are the responsibility of the General Manager and will be tested weekly.

Fire Drill Procedure:

A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the office

Board of Director's will be made available to support the General Manager with all tasks due to the legal obligation of the organisation and supporting the General Manager in post with day to day running of the centre.