



HEALTH AND SAFETY POLICY

Reviewed and Agreed by Board of Trustees

December 2023

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HEALTH AND SAFETY POLICY

Please read this document carefully, as you will be expected to sign this cover sheet to indicate that you are aware of your responsibilities under Orchid’s Health and Safety Policy.

When you have read the Health and Safety Policy and signed this sheet, please return to Orchid’s CEO for filing.

Orchid’s Health and Safety Policy is attached to this document. Please sign to confirm that you have read and understood the document.

- I confirm that I have been made aware of Orchid’s Health and Safety Policy and understand it is written so that the charity does everything reasonably practicable to provide and maintain a safe and healthy working environment for its employees, volunteers, contractors, and visitors and to safeguard the general public.
- I understand I am legally obliged to abide by Orchid’s recommendations on health and safety, and that to ignore them may lead not only to disciplinary action but also legal prosecution.
- I confirm that I have read the Health and Safety Policy in conjunction with Orchid’s COVID-19 or any other pandemic policy.
- I understand that under the Health and Safety at Work Act 1974, I have a legal obligation to assist Orchid in making every effort to provide a safe place of work and have regard for the safety of my colleagues and others. Should I become aware of a hazard at the workplace, I will bring it to the attention of Orchid’s CEO.

Signed: Date:

GENERAL

Orchid recognises fully its responsibilities for the health and safety of its employees, volunteers, contractors and visitors and the general public and will ensure that adequate facilities are provided to carry out the policy and monitor its implementation.

The Charity's policy is to do everything reasonably practicable to provide and maintain a safe and healthy working environment for its employees, volunteers, contractors, and visitors and to safeguard the general public. This policy should be read in conjunction with Orchid's COVID-19 or any other pandemic policy.

In providing this environment, Orchid has to conform to legal requirements and regulations. Equally, you are bound by law to abide by charity recommendations on health and safety. To ignore them may lead not only to disciplinary action but also legal prosecution.

Orchid is required to bring to your attention details of the Charity's policy in these matters and the arrangements for carrying out this policy. On your first day at work, you will be taken through an induction checklist and this should bring to your attention essential site safety information. You should be familiar with its content and follow the specified safe working practices for your working area. If you have not understood or find the information difficult to take in on your first day, you must ask your manager for clarification.

Our general policy statement on Health and Safety at Work is detailed below.

GENERAL POLICY AND STATEMENT

Our Health and Safety Policy is reflected in the following objectives:

- To provide safe and healthy working conditions and to set high standards for health and safety of employees and non-employees
- To maintain these standards by adhering to statutory requirements and by continually reviewing existing practices to ensure a healthy and safe working environment

- To ensure the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all our employees
- To ensure that managers, supervisors, employees and non-employees understand their responsibilities to ensure maximum health and safety in all activities for which they are responsible or in which they take part
- To obtain the co-operation of all employees and volunteers in the observance of this policy in order to provide healthy and safe working conditions and freedom from accidents for all
- To maintain an up-to-date knowledge of the potential hazards of all equipment and materials used within the Charity
- To assess the potential risk of materials before they are introduced to the Charity and to re-assess any risks of equipment and materials at regular intervals.

FIRE REGULATIONS

Make sure you are fully aware of the fire drill. The fire drill, including what to do and where you should assemble, is displayed on the Charity's notice boards.

ACCIDENT AND INCIDENT REPORTING

On your first day at work, you are shown the location of your nearest first aid box. If you are hurt or injured on Charity premises, Orchid will arrange for you to receive first aid treatment. If necessary, further medical assistance will be provided by the ambulance service or local hospital.

The details of all accidents and injuries caused on Charity premises or sites, no matter how trivial, must be entered in the Accident Book at the earliest opportunity. The Accident Book is kept by Orchid CEO Ali Orhan within Head Office.

ACCIDENT PREVENTION

It is your duty to minimise the possibility of an accident occurring. You should leave desks, offices and all other places of work tidy and safe at the end of the day. You should inform

your manager immediately of any faulty furniture, equipment or materials and also report any practices or processes that you believe to be unsafe.

All boxes, fundraising materials, presentation stands etc must be stored safely in the Orchid office to minimise fire risks and the risk of a fall / tripping and to ensure the office can be vacated safely in case of a fire.

RISK ASSESSMENTS

Orchid regularly reviews its' working practices including the general working environment and individual employees' workstations, to ensure that best practices are adhered to or adopted, and that safety hazards are identified and accidents so far as reasonably practicable are avoided. The Charity also regularly monitors the safety of any equipment or machinery provided for use by employees.

When operating on outside locations, risk assessments of the location will be reviewed to ensure the safety of employees, volunteers and those individuals we are working with, through-out the event.

SECURITY THREAT / SOMEONE ENTERING BUILDING WHO PRESENTS RISK TO LIFE

Orchid receives regular guidance from Workspace re security which is shared with all staff. All staff must familiarise themselves with these procedures and follow them if necessary.

LIFTING & HANDLING SAFETY

You should not put yourself at any risk by lifting or handling heavy equipment, stationery or boxes whilst at work.

The following guidelines should be observed and followed when lifting and handling boxes, awkward or heavy items:

- Get help with heavy loads. Do not attempt to move any heavy object without assistance.
- Stand close to the load with your feet positioned either side of the load.
- Squat down, straddle the load (keeping your back straight) and bend your knees.
- Get a good grip. Hold the load firmly; making sure that it won't slip from your grasp.
- Slowly straighten up your legs, and then bring your back into a vertical position.
- Keep the load close, as you will then be less likely to drop the load or strain your back.
- Never twist your body. If you need to change direction whilst carrying a load, move your feet rather than your body.
- Where possible, avoid lifting over shoulder height. For extra high lifts, always use a good ladder or platform (never a chair or a box).
- Always make sure that items are put away safely stacked and away from areas of access.

EMPLOYEE AND VOLUNTEER OBLIGATIONS

Although Orchid will make every effort to provide a safe place of work, you are reminded that under the Health and Safety at Work Act 1974, you have a legal obligation to assist in this endeavour and to have regard for the safety of your colleagues and others. Where you become aware of a hazard at the workplace, you must bring it to the attention of the authorised H&S Officer.

(This policy is reviewed annually)