



## **Health, Safety and Welfare Policy Statement**

The health, safety and welfare of all staff and young people are of fundamental importance. Participation Dogs LTD aims to provide a safe, secure and pleasant working and learning environment for all.

Participation Dogs LTD accepts its responsibility to comply with the requirements of Health and safety at Work Act 1974 and other subordinate legislation.

It will ensure resources are available for the purpose of:

- Securing the health, safety and welfare of persons at work
- Protecting persons other than those at work from risks arising out of, or in connection with the company's activities
- Providing arrangements for effective consultation on health and safety matters.

### **Every Child Matters:**

Young people are taught about health and safety in order to equip them with the skills, knowledge and understanding to enable them to 'be healthy, stay safe, enjoy and achieve'

### **Our Statement of General Policy is:**

- To provide adequate control of the health and safety risks arising from our work activities
- To provide and maintain safe equipment
- To provide information, instruction and supervision for employees
- To consult with our employees on matters affecting their health and safety
- To ensure all employees are competent to carry out 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
- To review and revise this policy as necessary at regular intervals.

### **1. Responsibilities**

As a small organisation the overall, final and day to day responsibility for health and safety is that of the Board of Directors.

The directors are responsible for completing risk assessments for young people and venues.

All employees must:

Co-operate with supervisors 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

Report all health and safety concerns to a director

## **2. Risk Assessments**

Risk assessments will be undertaken by all staff members (Directors). Action required to remove/control risks will be approved and checked by the Directors. Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Risks assessments are completed for all young people and for any venues where Participation Dogs LTD will work with young people. These will be reviewed at least termly and in light of any new information which affects health and safety.

We carry out COVID risk assessments for employees, venues we hire and the young people and their families. We adhere to current government guidance on COVID 19. We would contact test and trace and complete the LA COVID positive case form if the need arises. All staff are vaccinated and have had the booster.

## **3. Consultation with Employees**

Gillian Shrvat is the named Health & Safety Representative of the organisation. Consultation with the other Director and any future employees will take place through Team Meetings.

## **4. A Safe Working Environment**

- All issues relating to office equipment, computers, telephones, desks etc. are reported to Gillian Shrvat. Every effort is made to ensure a safe working environment free of hazards. Gillian Shrvat will ensure that hazards identified will be addressed.
- The designated first aiders are Gillian Shrvat and Richard Bell.
- Fire evacuation procedures for each venue will be followed by Participation Dogs LTD when working with young people.
- All staff are required to include business cover in their car insurance policies and to ensure that they have a current driving licence. Copies of insurance documents and driving licences are maintained by Participation Dogs and updated annually.
- A healthy working environment is the responsibility of all. Health & safety issues of all descriptions including, for example, stress in the workplace should be brought

to the attention of the Directors. The organisation is committed to ensuring that any concerns are acted upon.

## **5. Training and Awareness**

The Health & Safety Policy is given to all staff and is available on request. The organisation is committed to raising awareness of all health and safety issues through induction training and in forums such as Team Meetings or Supervision.

The Health and Safety Law leaflet is given to all permanent staff and any future contractors.

## **6. Reporting Procedures**

Incident and accident forms are available on IT system. Staff involved in accidents should complete the accident report form and send a copy to Gillian Shrvat for secure storage and evaluation. These will then be followed up in staff supervision.

## **7. Review**

This policy will be reviewed annually.

A handwritten signature in black ink, appearing to be 'GJ' or similar, located above the 'Signed:' text.

**Signed:**

**Date: January 2023**

**Next review date: January 2024**