



## HEALTH AND SAFETY POLICY

### Statement

Clothing Collective recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice. Clothing Collective will, so far as is reasonably practicable, pay particular attention to:

- i) The provision and maintenance of plant and systems of work are safe and healthy.
- ii) Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- iii) The provision of such information, instruction, training and supervision to ensure the health and safety at work of employees and others.
- iv) The control of the place of work maintaining it in a safe condition.
- v) The provision of a safe means of access to and exit from the place of work.
- vi) The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

### Procedure

### Organisation and Responsibilities

#### *Executive*

*The Trustees have ultimate responsibility for Health and Safety issues which are managed on a day to day basis by the General Manager and staff.* The Executive will be informed of Health and Safety matters to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate and the provision of eye tests for those who habitually use display screen equipment. Moreover, information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

#### *General Manager's Role*

The General Manager's responsibilities cover the maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation; and reports directly to the Executive Committee. The safety officer will carry out full investigation of accidents, with a view to the prevention of future occurrences.

The safety officer is responsible for ensuring the charities legal obligations in respect of assessment, control and monitoring of hazardous substances are met.

The safety officer is also responsible for ensuring that the charities legal obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met. Along with the trustees, the General Manager is further responsible for developing Health and Safety policy and any associated procedures.

### *Line Managers*

Line managers have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Each manager will:

- i) Ensure that each new employee is given induction training, including the procedures appropriate to their specific jobs. (All new members of staff will be shown the location of first aid boxes, fire exits and fire-fighting equipment).
- ii) Ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
- iii) Ensure all staff for whom they are responsible are aware of the health and safety policy.
- iv) Ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely.
- v) Keep up to date with health and safety matters applicable to the operations of the charity.
- vi) Investigate all accidents with the assistance of the safety officer, with a view to prevention of a re-occurrence.
- vii) Ensure good housekeeping standards are applied.
- viii) Review periodically all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind the requirements of the workplace and the Provision of Work Equipment regulations.
- ix) Carry out regular risk assessments and be responsible for operational safety.

### *Supervisors*

Supervisors have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Supervisors must ensure that all tasks carried out in their departments are performed with the utmost regard for the health and safety of all those involved. Accidents must be reported immediately to the line manager. Particular regard will be paid to:

- i) Equipment and methods of working to ensure they are safe and do not endanger health.
- ii) Providing safe arrangements for the handling, storage and movement of materials, equipment and substances.
- iii) Supplying sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety.
- iv) Inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance.
- v) Ensure that the staff for whom they are responsible are aware of any procedures in place to deal with serious and imminent danger.

### *1.0 Employees*

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow the charity procedures, in particular to report any incidents that have or may have led to injury or damage.

Employees, members and users of the charity must take reasonable care of their own health & safety and that of others and in particular:

- i) Comply with all relevant rules and arrangements issued by the charity and all statutory regulations which are held by the General Manager.
- ii) Report any unsafe conditions or activities to the Commercial Services Manager or General Manager so that corrective action may be taken.
- iii) Record any accidents or dangerous occurrences on the relevant paperwork.
- iv) Make proper use of any protective clothing or equipment supplied to ensure a safer working environment.
- v) Not undertake any task for which authorisation and/or training has not been given.

- vi) Seek the advice of the General Manager with reference to any special medical or other condition, such as defective hearing, epilepsy, pregnancy, allergy or any other condition that may affect the safe working for the individual.

All employees should ensure they use any equipment provided in accordance with the training that they have received, inform their line manager about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If the line manager, or senior manager is not available, an employee may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and unavoidable danger. Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with their manager after the danger has ceased or has been dealt with.

### *Arrangements*

#### *Injuries and Dangerous Occurrences*

Accidents causing personal injury to either a member of staff or a building user and taking place either on charity premises or in connection with a charity activity must be recorded in the outlet accident file. Dangerous occurrences must also be dealt with in the same way. Accidents necessitating an absence of more than three working days from work must be reported, by the General Manager, to the Health & Safety Executive.

#### *Reporting accidents*

Serious accidents must be reported to the General Manager immediately.

In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a first-aider. **DO NOT MOVE THE INJURED PERSON.**

Report the full details to your line manager or Reception where they will be entered in the accident file. In case of a major accident the Line Manager or Reception may call the Ambulance service on their own initiative and inform the General Manager afterwards. In all other instances the General Manager will attend and take appropriate steps. The accident will be reported to the enforcing authority as and when necessary.

Any "dangerous occurrence" incident that occurs should also be reported to your immediate line manager who will be responsible for making a report to the General Manager.

The line manager and the safety officer will investigate all accidents.

A report will be made to the General Manager who will ensure that necessary action is taken to prevent reoccurrence.

Apart from very minor injuries the injured person should be recommended to see his/her own doctor or to go to the Casualty Department of the Hospital, accompanied by a member of charity staff if necessary.

Any fatality, major injury or dangerous occurrence should be reported in the incident file provided at reception by the Line Manager or General Manager. All fatalities and injuries resulting in more than 3 days absence from work must be reported to the charities Health and Safety department and the Health and Safety Executive.

#### **Visitors**

While on charity premises, visitors are the responsibility of the person inviting them. Visitors must be made aware of and comply with any relevant safety rules and arrangements.

### *Safety Assessments*

The charity will carry out regular risk assessments, via Line Managers to ascertain areas requiring improvements in terms of health & safety. The results of these assessments will be fed back to the health & safety committee. However, in the event of urgent action being required the General Manager will take immediate action on the advice of the Line Manager.

### *First Aid*

During the induction programme employees will be shown the location of the nearest first aid box to their work area. Names of first aiders and appointed persons together with information on how to contact them are given on notice boards at various locations.

First Aid facilities must be provided in all charity buildings. At each site an adequate number of First Aiders must be available throughout the working day. The charity gives a commitment to provide first aid training for staff and volunteers where it is possible.

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