VETERANS' GROWTH



Health & Safety

The Health & Safety (H&S) plans and policies for Veterans Growth (VG) is divided into 3 main sections; site, staff and service users.

Veterans Growth recognises and will adhere to UK legislation set by the Health & Safety Executive (HSE) and follow best practise where available.

General

VG will hold a manual health and safety policy and documents in its main office as well as an electronic copy.

The main office and specific site buildings will have the "HSE HASAWA 1974" poster displayed in all main buildings. The main office will also display Public Liability certs.

The "Health and Safety Policy" will form the first page of the H&S manual.

The H&S manual will be formed to include (Not exhaustive or in order of priority)

Health and Safety Policy

Accident reporting

First Aid

Health and Safety representatives (POC'S)

Occupational Health

Contract and services (related to VG and working with us)

WorkPlace assessment (inc DSE)

Employee health (inc pregnancy, Smoking, MH in the workplace)

Volunteers (selection and management of)

Risk management: Safeguarding, FRA's (Fire Risk Assessment), Slips and trips, RIDDOR, COSHH, general hazards, PPE, Horticultural tools, Manual handling, Lone Working, working at height, moving and handling of people, noise, Terrorist threats, violence and abuse in the workplace, safeguarding, RAMS forms, incident reporting (list not exhaustive))

CDM and buildings management (inc premises compliance, Legionella, asbestos, electrical safety, FRA's, plant and equipment, waste disposal, RAMS forms (list not exhaustive))

Forms for all RAMS for site, staff and service users

While VG will work to eliminate all risk and hazard, we know that this not possible so policies and processes will be in place to reduce risk and hazard to all staff, service users and site visitors as far as is practicably possible.

This will be achieved by having a nominated person responsible for overseeing the H&S of VG, and other staff will be allocated areas of H&S to be responsible for. However ALL

persons on site/working with or for VG are responsible for the H&S of themselves and others around them. All persons are responsible for raising concerns if they feel it is necessary, regardless of position within VG.

Specific

Safeguarding of service users

make sure all trustees, employees, volunteers and beneficiaries know about safeguarding and people protection :

This will be achieved by firstly recruiting persons that are legally appropriate to work with vulnerable persons (DBS checks will be carried out).

Secondly all persons related to the management of VG will be inducted to the company and given a "Toolbox Talk" regarding safeguarding and protection of vulnerable persons.

Staff and trustees will attend training with recognised organisations in order to better understand safeguarding issues with relation to vulnerable adults and specifically in relation to the service users.

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have appropriate policies and procedures in place

All safeguarding policies and procedures will be included in the main H&S manual which will be held physically in the main site office and electronically.

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check that people are suitable to act in their roles

This will be achieved by comprehensive interviews, background/reference checks and utilising the DBS check facility.

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know to spot and refer or report concerns

This will be achieved by appropriate training, watching out for "red flags", previous experience (example trustees may have worked with vulnerable adults previously). During induction and regular toolbox talks, staff will be trained to know how to refer and report their concerns.

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have a clear system of referring or reporting to relevant organisations as soon as you suspect or identify concerns

This will be available and accessible for all staff, and held within the H&S manual. This will range from an informal conversation with a senior officer to full referral to emergency services dependant on concern and level of possible impact/incident

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set out risks and how you will manage them in a risk register which is regularly reviewed

Veterans Growth recognises that while there will be general risk and hazard to all on site (which will be addressed with RAMS held in the H&S manual and training), when it comes to services users each will be treated individually, and risk assessed individually. A full risk assessment may include physical and mental assessment, and will include input from service user, services that the service user is connected to (NHS, MH Support, OT, Armed Services information etc) and staff.

A risk/care management plan may be requested from services referring to VG.

A full risk assessment and agreed actions will be written and agreed to by the VG officer and the service user. Any staff working with the service user will be required to view the RA prior to commencing work with the service user.

A very basic example could be:

Service user “A” has been assessed as mentally and emotionally available for entering the VG horticultural therapy course. However service user “A” has a prosthetic right hand due to injury in Armed services. Actions will need to be taken to assess ability to use equipment and if necessary, tools and PPE amendments may need to be adapted.

The information will be on the service users RAMS held within a specified file within the main office.

(Note all service user files will be held in a locked secure, cabinet)

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be quick to respond to concerns and carry out appropriate investigations

This will be addressed in the H&S within the safeguarding section on how to raise a concern. All staff will be trained in the process both via induction and toolbox talks. All staff will understand their level of responsibility and the actions they are excepted to take and timescales. All referrals/concerns (verbal, written) will be noted on a spreadsheet. We understand that while “prescribed” courses of action will be in place, on occasion a concern will require immediate and urgent action. All incidents and concerns will be recorded on a spreadsheet, which will include details such as:

Date; Concern/Incident; raised by; To (senior officer); action taken; outcome; review date; RI updated

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not let one trustee dominate your work - trustees should work together

All trustees have different skill sets and backgrounds, but with a common interest. By having all these different skills they are able to cover all/most topics and issues and bring a range of experience and knowledge to the charity. This also means that not one trustee knows, covers everything.

Please note that VG will also endeavour to keep abreast of best practise within the sector, both charitable and health. Example the NHS Safegaurding adults pocket guide inc the Care Act 2014.