

# HEALTH AND SAFETY POLICY



## Policy Statement

The Brain Tumour Charity recognises and accepts their responsibility to ensure the health, safety and wellbeing of all its team members, volunteers, visitors and event participants, so far as is reasonably practicable.

On commencement of employment or voluntary role, all team members and volunteers will be asked to confirm any specific health or medical conditions that are relevant to the role they will be undertaking, in order that necessary precautions can be taken and/or reasonable adjustments can be made, to ensure a healthy and safe working environment.

It is The Charity's aim to promote, set and maintain the highest standards for health, safety and wellbeing matters. The Charity will seek to achieve this by:

- Providing adequate control of health and safety risks, arising from the activities undertaken.
- Recognising The Charity's obligations to meet requirements of relevant health and safety legislation, in relation to all undertakings.
- Consulting with team members and volunteers on matters affecting their health and safety.
- Providing and maintaining safe equipment.
- Ensuring the safe handling of any substances.
- Ensuring team members and volunteers are competent to do their role and providing adequate training, information and supervision.
- Maintaining healthy and safe working conditions.
- Putting measures in place to prevent accidents and cases of work-related ill health.

It is the responsibility of all team members and volunteers to make themselves aware of and adhere to, the measures and procedures outlined in this Policy. All team members and volunteers have a duty of care in respect of the health and safety of not only themselves, but of other team members, volunteers, customers, suppliers and members of the public.

In accordance with health and safety legislation, this policy will be reviewed on an annual basis.

**Signed:**

A handwritten signature in black ink, appearing to read "Liam Heffernan".

**Name:** Liam Heffernan, Director of Finance and Governance

**Date:** 08 April 2025

**Review date:** 08 April 2026

# Organisational Responsibilities for health and safety

The Board of Trustees has overall responsibility for the health and safety of the organisation and delegates executive management of health and safety to the CEO and Senior Leadership Team.

The Director of Finance and Governance has responsibility for overseeing, implementing and monitoring the policy, with day-to-day implementation being carried out by the Office and Facilities manager, who is the designated safety officer.

Line managers at all levels are charged with implementing their specific responsibilities with regards to risk assessments and accident investigation, as described by this policy and associated procedures.

First Aiders have responsibility to administer basic first aid and contact emergency services to attend more serious incidents, where required.

The most senior person, on site at the time, has responsibility to take charge in the event of an emergency evacuation and should instruct the Fire Wardens to ensure all team members, volunteers and visitors evacuate the building safely.

All team members and volunteers must co-operate with supervisors and managers on health and safety matters, take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed above).

## Arrangements for Health and Safety

### People

Procedures and Risk Assessments are in place to ensure health and safety of all team members and volunteers, while carrying out work on behalf of the Charity.

Due to the nature of The Charity, team members and volunteers may have to travel to events or other premises, outside of our control. Processes and arrangements are in place to ensure the health and safety of our team members in these situations.

### Risk Assessments

The Charity aims, as far as is reasonably practicable, to provide a safe and healthy environment and will use a risk assessment process to:

- prevent any unnecessary accidents/incidents occurring
- identify any significant hazards and take precautions to minimise the risk of anybody being harmed by the hazard

Risk assessments are reviewed on an annual basis and whenever working habits or conditions change.

There may be team members and volunteers that are at increased risk of injury or ill-health, resulting from work activities. This may include:

- Those with medical conditions or permanent or temporary disability
- Those taking medication
- Those who are pregnant
- Those working directly with the general public

The Charity requires all team members to advise their line manager if they become aware of any change in their personal circumstances which could result in them being at an increased risk. Volunteers should advise their Volunteer Coordinator. Risk assessments will then be reviewed accordingly and action taken as necessary to control the risks.

We also recognise that due to the nature of some of our work, certain individuals will potentially be at increased risk because of their roles or their locations. We have therefore developed a specific Lone Worker Policy and Risk Assessments to cover the work of remote/lone workers and home workers.

## **Training**

All team members undergo role-specific and health and safety training as part of their induction, including Display Screen Equipment, Good Housekeeping, Slips, Trips and Falls, Manual Handling and Fire Safety Awareness. The Charity will provide personal protective equipment where required.

## **Consultation**

To keep team members and volunteers informed of health and safety arrangements, The Charity will consult them regularly as matters arise and formally when health and safety procedures are reviewed. This will be done via internal online comms / meetings and with signage / posters in the office. Feedback and raising of any concerns will be encouraged.

## **Emergency Evacuation and Fire**

The Charity's appointed fire safety consultant has carried out a detailed fire risk assessment, which is reviewed annually and all control measures are adopted.

The Charity has established clear procedures for evacuating in emergency situations. Emergency evacuation guidance is regularly reviewed and tested and shared centrally with all team members. Fire Action posters are displayed next to fire exits and around the office. Team members and volunteers volunteering at external venues must familiarise themselves with their fire exit procedures and evacuation points before undertaking any activity at the venue.

Emergency exit routes are well signed and kept clear at all times and emergency lighting is in place, maintained by the building landlord. Personal emergency evacuation plans (PEEPs) are put in place for team members that require them.

The Charity has designated suitably trained fire marshals, who play an important part in evacuating the building; refresher training is carried out in accordance with requirements. A list of fire wardens can be found displayed by the Fireboard in the office and on the Facilities SharePoint site.

## **First Aid**

The Charity has appointed an appropriate number of first aiders. First aid boxes are located on both floors of the office and all team members are made aware of their location upon induction. A list of first aiders can be found displayed in several places around the office and on the Facilities SharePoint site. First aiders will carry out refresher training at the specified time frame.

All accidents must be reported immediately to your line manager or the Office and Facilities Manager (volunteers should do this via their Volunteer Coordinator). All accidents must be recorded in The Charity's accident book, regardless how minor.

## **Protective Clothing or Equipment**

Where protective clothing or equipment is issued to, this is done for protection and must therefore be worn or used at the appropriate times. Failure to wear protective clothing or use safety equipment will lead to implementation of the Good Conduct Policy. Team members have a personal responsibility for their own health and safety and that of others and should ensure they exercise this responsibility carefully, both through actions and in the maintenance and care of such clothing or equipment.

## **Drugs, Alcohol and Other Substances**

Alcohol for personal consumption should be avoided on Charity premises and team members and volunteers should generally not consume alcohol during volunteering hours, or whilst carrying out duties on behalf of The Charity; this includes during lunch breaks and working at evening events. Under no circumstances should you present yourself for work or volunteering if incapacitated due to alcohol, intoxicants, drugs or other substances.

There may be exceptions, where events attended are serving alcohol; team members attending such events must consume responsibly (no more than 1 unit) and never drive under the influence.

The use, possession, or distribution of illegal or recreational drugs is not permitted at any time, on or whilst carrying out duties on behalf of The Charity.

Smoking in public places is unlawful and The Brain Tumour Charity operates a no-smoking policy inside its buildings and anywhere on the property, including the entrances, car park and nearby pavements.