The Shalom Network

The Shalom Network

Health & Safety

Version 2.0   Approved Version

Document Owner: Clive Paragreen

Approval Date: 06/02/2023

Latest Review Date   31/01/2024

1   Document Control

Document History

Date	Version	Version Author	Update Summary
24/09/21	0.1 (Draft) for Review and comment	Miriam Goldby / Jess Thompson	Initial draft
29/12/2021	0.2 Second draft for SME review	Clive Paragreen	Reformatted, further amendments for review
17/01/21	0.3 For trustee's review and/or approval.	Clive Paragreen	Amendments following SME review.
01/03/22	0.4 For trustee's review and/or approval.	Clive Paragreen	Amendments following trustee's review.
01/03/22	1.0 Approved	Clive Paragreen	Approved Version
30/01/23	Version 1.1 Final Draft Following 2023 Review	Clive Paragreen	Minor amendments and updates following whole team review.
06/02/2023	Version 2.0 Approved by Trustees	Clive Paragreen	No further amendments

Distribution

All approvers	For reference
Miriam Goldby	Subject Matter Expert for information
Jane Butler	Subject Matter Expert for information
Cheralyn Thompson	Subject Matter Expert for information

Approvers

Steve Longton	Trustee
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Clive Paragreen	Trustee
Steve Thompson	Trustee

Storage and Retention

Current version to be present in the live document zone.
Archiving policy to be determined, currently on local hard drives and personal cloud storage.

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2 Our Policy on Health & Safety.

The Shalom Network is serving people within the community having additional and specialised needs, promoting wellbeing and awareness of how to best avoid harm coming to themselves and others. The principles of Health & Safety are embedded in The Shalom Network constitution and culture, they are key to delivering the charity's purposes for the public benefit.

As a reflection of our values and purposes as well as regulatory and legal obligations, our policy on health and safety commits to the following.

To complete and act upon risk assessments including risk assessments for lone workers, working from home, transportation, and the use, storage, control and disposal of substances that may be hazardous to health, such as cleaning materials. Fire risk assessments may require an 'action in the event of a fire' procedure, instructions, briefings, tests and drills as appropriate.

To complete and act upon special risk assessments for people under 18, women who are pregnant or breastfeeding and for those with highly specialised needs with whom we engage in bespoke activities.

Assess computer equipment, workstations, smartphones, and tablets to ensure they do not pose any risks for beneficiaries or team members in their use. Ensure that software and applications are not harmful in terms of content or graphical operation.

Assess large, heavy, or difficult items which might cause harm if lifted, assembled operated or dismantled incorrectly. Anyone involved in an activity that involves handling and/or operating such items will have their ability assessed and be provided with training in appropriate techniques.

Activities will be carried out in clean, tidy, and orderly environments ensuring emergency access routes are clear and floors stable, dry and clear of trailing wires or trip hazards such as frayed carpets.

Provide a first aid box and identify an 'appointed person' who can monitor the contents of the first aid box and summon medical assistance when required.

Maintain an accident book in which to record all accidents, however minor. The contents to be regularly reviewed by The Shalom Network Health and Safety Manager.

All members of The Shalom Network team have a firm understanding of what Health & Safety means in the context of its purposes and activities. Health and safety as an essential element in training, group or briefing meetings, guides, handbooks and any other instructional material.

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3   Designated Roles Covering Health & Safety.

3.1   Trustees

The Shalom Network trustees are responsible for these key outcomes:

- The implementation of health and safety policy aligns to our purposes and statutory obligations.
- Complying with the legal requirement for all organisations to "establish safe systems of work" and take all "reasonable care" to ensure the Health and Safety of all individuals. However, this responsibility is delegated to all team members within the organisation.
- Embedding the principles of Health & Safety in the organisation to ensure delivery of the charity's purposes for the public benefit.
- Setting a clear organisational approach to Health & Safety in line with the charity's aims, strategy, culture and values.
- Creation of supporting procedures, plans, milestones, success criteria and timelines.
- Support efforts to reduce and where possible eliminate any health and safety risks or issues that may arise from participation in The Shalom Network's work and activities.
- Regularly assess the charity's approach to Health & Safety, using available data and records.
- Evidencing that The Shalom Network Health & Safety policy and its supporting procedures are being effectively implemented in practice. This will take the form of documented audits and spot checks. Day to day responsibility is delegated to the Health & Safety Manager and/or officers.

3.2   Designated Health & Safety Manager

Best endeavours will be made to appoint a suitably qualified Health & Safety Manager or Officer who will be a trustee of The Shalom Network responsible for:

- Implementing the policy and all applicable related procedures and work methods.
- Ensuring The Shalom Network Health & Safety policy is fit for purpose.
- Responding to feedback, grievances and complaints
- For policy and procedure reviews, amendments, and advice of changes to the wider team.
- Notifying trustees of items that require their attention and any approvals.
- Communication with and/or reporting to the relevant Regulators and authorities.
- instigate, review and act on audit results.

The appointee must have sufficient authority and independence within the charity to monitor activities in relation to Health & Safety, as well as having and/or growing subject matter knowledge and experience.

They will be the first point of contact for the reporting of any incidents or concerns relating to Health & Safety and be available to consider any opportunities to promote exemplary behaviour and best practice.

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4 Policy Body

The Shalom Network does not currently fall under the scope of the Health and Safety at Work Act as it does not meet the specified criteria. Therefore, a policy on health and safety, is not strictly required. However, protecting all persons (e.g., members of the public, contractors, volunteers and beneficiaries) from risks to their health and safety arising out of, or in connection with, our activities is a statutory requirement.

It is therefore best practice to create and adopt a health and safety policy. It is also effective in ensuring that we discharge our obligations and operate in a way that reflects our values and purposes.

This document lays down The Shalom Network's Policy and Objectives on Health and Safety and is supported by related policies, The Shalom Network Procedures Manual, handbooks, and training material. All employees, volunteers, and any other involved persons will be instructed to follow the guidelines supporting this policy. For the purposes of this document the term 'team member' can be taken to include volunteers and any other person providing support or activities

4.1 Responsibilities

The Shalom Network, accepts responsibility for:

- Ensuring that the health, safety and welfare of all team members and beneficiaries involved in the charity's activities is a priority.
- Protecting other people e.g., beneficiaries, volunteers, carers, and any other involved person against risks to health and safety arising out of The Shalom Network's activities.
- Providing and maintaining conditions and environments for its activities within the framework of statutory health and safety requirements and that reflect a caring and considerate culture.
- Ensuring that all team members are given appropriate Health and Safety guidelines and policy information, and that they will be able to evidence that they have a clear understanding of their responsibilities in relation to this policy.
- Ensuring that all volunteers, carers/parents, and any other visitors to The Shalom Network are aware of health and safety guidelines and have access to all relevant policy detail.
- Providing information, instruction, training, and supervision, as necessary, to anyone involved in the charity's work and activities.
- Providing all necessary Personal Protective Equipment (PPE) and ensuring the correct use of equipment when required.
- Ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, medication, and other substances. Any

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potentially dangerous liquids or substances must be stored safely in accordance with COSHH guidelines.

- Providing safe access to and exits from places that sessions/gatherings/meetings take place.
- Maintaining a constant interest in the general aspects of safety by:
    - Allocating overall responsibility for health and safety issues to the Chair of Trustees, who may delegate responsibilities to other members of staff.
    - Allocating responsibility for health and safety issues at Gatherings/Sessions/Meetings etc to Session leader/Session worker.
    - Promoting, co-ordinating and monitoring health and safety procedures.
- Ensuring that the charity has current and adequate public liability insurance, and that a copy of the certificate is displayed or available for viewing at all times.

The Shalom Network team members have a responsibility to:

- Adhere to the guidelines laid down in support of this policy
- Work safely and efficiently and with due regard for the health, safety and welfare of themselves and others, including the public.
- Carry out risk assessments as described and detailed in the Shalom Network Procedures Manual
- Check all electrical and mechanical items and ensure they are used for the correct purpose according to instructions. Full details of the usability and maintenance checks are described and detailed in the Shalom Network Procedures Manual.
- Any doubts or concerns about equipment or services being used for activities or events should be raised with the event manager, the Health and Safety Manager or Chair of Trustees.
- Ensure an appropriate staff/volunteer to person ratio should be provided for all activities. No activity/session should go ahead unless there is an adequate level of support.
- Ensure that there is access to a telephone and/or a mobile phone with adequate network coverage for every and any activities.
- Activity Leaders should endeavour to ensure they have telephone numbers readily available for:
    - Local Hospital A&E Department, police, and fire station
    - The key holder and property contact for any premises used
    - Accessible (electronic or hard copy) details of carer/parents/Next of Kin mobile phone numbers for minibus drivers/escorts.
    - Contact telephone numbers for Charity/Session leaders.
- Record all accidents and incidents ensuring that the details are entered into the accident book.
- Report any unsafe conditions as they arise.
- Fully participate in any investigation or analysis following accidents or health and safety incidents.
- Ensure that all materials and equipment are only used safely when in a fit condition and in accordance with instructions and training provided.

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It is essential that all The Shalom Network team members read the guidelines that support this policy and adhere to them. They will be shared during training and briefings and contained in handbooks and instructions The promotion of safety, and health, at work, must be regarded as a mutual objective for all employees at all levels. If there are any questions relating to this policy, please contact the Health and Safety Manager or the Chair of Trustees.

4.2   Health & Safety in Practice

The Shalom Network has clear organisational approach to Health & Safety in line with the charity's aims, strategy, culture, and values. This is supported by appropriate plans, procedures, and considerations when devising and delivering activities and programmes.

The Shalom Network has clear guidelines and procedures to address any policy deficiencies, failures in adherence and/or implementation. Given the importance of this policy responses to grievances and non-compliance are appropriately concise, transparent and robust.

Addressing Health & Safety supports better decisioning. The Shalom Network is wholly committed to operate in line with these policies and principles, to be relevant to those it serves and to be resourced and deliver its purposes equitably. Recognising and countering any imbalances, perspectives, and opportunities in the charity, and in the attitudes and behaviour of trustees, staff and volunteers, helps to make sure that a charity achieves its aims.

4.3   Training and Knowledge Sharing

The general policies with regard growing and developing the team are contained in The Shalom Network People Policy. However, for the purposes of this policy it should be noted that initial and regular ongoing training with regard to Health & Safety is delivered.

The subject is also a standing agenda item for team meetings, briefings, and activity reviews. Experiences are discussed and shared to deepen and widen appreciation and understanding as well as increasing the benefit of best practice in action.

4.4   Incidents, Issues and Improvements

4.4.1   Incident Management

In the event of a report or allegation of The Shalom network failing in its obligations with regards to Health and Safety it must be:

- Reported to the designated The Shalom Network Health & Safety Manager or another trustee immediately.

- Handled and recorded in a confidential and responsible way.
- Managed in accordance with The Shalom Network incident management policy and procedures.
- Actioned with urgency, ensuring further harm or damage is stopped or minimised.
- Reported to all relevant agencies and regulators in full where required.
- Communicated, if required, in a considered way to charity stakeholders and the wider public.
- Transparently managed, upholding The Shalom Network's reputation for acting with integrity.
- Reviewed by inquiry to understand the root cause and how to prevent a recurrence.
- Reported to the police if the incident or concern involves criminal behaviour.

4.4.2 Post Incident Review and Actions

A comprehensive inquiry must be held following an incident or allegation. Any inquiry process should be handled objectively, sensitively, and sympathetically. Involvement should be restricted to essential persons only, but as a minimum a Health & Safety officer and/or a trustee should preside alongside involved parties and/or their representatives.

A concise report must be produced and reviewed by the Health & Safety Manager, and a decision made as to whether the matter needs to be referred to the trustees or outside authorities (see below).

Any required action or improvement plan must be documented, sponsored by a trustee and its progress tracked to ensure satisfactory completion.

The Trustees acknowledge their duties to make a Serious Incident report to the appropriate authorities that there has been an incident (alleged or actual), which is in breach of the regulator's policy and potentially the law, within the context of The Shalom Network's constitution and activities.

The Shalom Network has relevant procedures detailed in The Shalom Network Procedures manual.

4.4.3 Issues and Improvements

Any member of The Shalom Network's team should report any health and safety issues that they are aware of to a responsible person, such as an event manager the Health and Safety Manager or a trustee. The issue or issues should be logged and managed to a conclusion as described in The Shalom Network Procedures Manual.

As part of any regular review or de brief following events or other group activities any health and safety issue should be raised and logged. If there has been any significant breech of the policy this should be reported to the Health and Safety Manager and the Chair of Trustees.

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Any opportunity to improve health and safety measures should be identified and shared with a responsible person, such as an event manager the Health and Safety Manager or a trustee. The movement initiative(s) should be logged and managed to a conclusion as described in The Shalom Network Procedures Manual.

4.5   Third Party Suppliers and Partners

The Shalom Network will, wherever practical and possible evaluate suppliers and partners in terms of their culture and principles regarding Health & Safety and accessibility. It is crucial that any third party which the charity engages with should have an approach and practices in this regard that are aligned to our own.

Should any existing or potential third parties, suppliers, or partners, be out of alignment with The Shalom Network on Health & Safety, the trustees will consider the situation and what action should be taken. Any actions could for example include:

- A request that the individual, group, or organisation review their approach and practice regarding Health & Safety.
- A modification in the scope and nature of the relationship.
- Termination of the relationship.

4.6   Related Policies and Other Artefacts

This policy references a number of other policies and procedures that have been created and are maintained regarding Health & Safety demands.

- The Shalom Network Volunteer Policy
- The Shalom Network Safeguarding Policy
- The Shalom Network Procedures Manual
- The Shalom Network Volunteer Handbook

4.7   Maintaining the Policy

This policy will be updated as necessary to reflect best practice, legal obligations, and the needs of beneficiaries regarding Health & Safety. It will be reviewed at least annually or when necessary and appropriately amended to it is up to date with changes in Health & Safety regulations.

Whilst The Shalom Network trustees have a responsibility to review, with designated team members and agree this policy at least annually, the possible need for interim reviews and updates is acknowledged.

The Health & Safety Manager will be responsible for reviewing the policy in the light of material legislative and operational changes. They will work with other team members to review and recommend any actions to the trustees.

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Where a review dictates material changes to the policy a working group should be formed to update the policy document to a draft revision for approval by the trustees. The detail of any changes should, where required, be reflected in any guidance and training material. Team colleagues should also be briefed.

The Shalom Network reserves the right to amend this Policy from time to time at its sole discretion. This policy recognises the diverse needs of individuals and The Shalom Network will use multiple communication and media channels to give notice of any change prior to it becoming effective.

If, as the result of such changes, any individual would like to comment in any way, they can do so typically, but not exclusively by emailing information@theshalomnetwork.org.

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A. Appendix A – Key Contact Details

Designated Health & Safety Manager

Trustees

Clive Paragreen (Co Chair)   **Mob:** 07432201490
                                                Email: cliveparagreen@theshalomnetwork.org.uk

Jessica Thompson (Co Chair)   **Mob:** 07891645974
                                                Email: jessthompson@theshalomnetwork.org.uk

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B. Appendix B – Terms and Definitions

Third Party

The term **'third party'** relates to a person or group besides the two primarily involved in a situation. For example, party one = The Shalom Network, party two = The Shalom network beneficiaries, party three = suppliers and partner organisations.

Team

Within the context of The Shalom Network's documentation, **'Team'** is the collective term covering, employed, contracted and volunteer colleagues engaged in carrying out the charity's activities.

Beneficiary

A **beneficiary** is anyone who uses or benefits from a **charity's** services or facilities, whether provided by the **charity** on a voluntary basis or as a contractual service, perhaps on behalf of a body like a local authority.

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C. Appendix D – Summary of Referenced Documents

The Shalom Network Procedures Manual

- Responsibility and Accountability
- Risk Assessments and Risk Management
- Recording Attendance
- Transport
- Social Media
- Online
- Contact and Communication.
- Resourcing and Resource Planning
- Events
- Group Meetings
- Reporting
- Personal and Property Security
- Work Methods
- Collecting, Processing, Storing, Securing and Deleting Personal Information
- Sharing Data
- Data Retention
- Health and Safety
- Storage and Archiving
- Access Controls
- Incident Management
- Purchasing, payments and expenses
- Collecting, recording, and allocating donations
- Gift aid
- Grant applications
- Sponsorship
- Work records, training register and skills matrices.

The Shalom Network Risk Register

- Risk description and reference
- Date recorded.
- Owner
- Priority Level
- Status, e.g., 'Open', 'Accepted'

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- Outline action plan
- Planned remediation date.