

UK Council on Deafness

HEALTH AND SAFETY POLICY

UK Council on Deafness (the Council) is a Registered Charity, number 1038448. The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. For the Council the governing document is the Memorandum and Articles of Association and the charity trustees are the Executive Committee known as the Board of Trustees. The Council is also a Company Limited by Guarantee, registered in England number 2933584. The members of the Board of Trustees are also Directors of the Company.

UKCoD receives assets from donors, safeguards them and applies them for the charitable purposes as declared in the objects of the Council. The Board must always act in the best interests of the Council exercising the same duty of care that a prudent business person would in looking after the affairs of someone for whom they had responsibility. The Board must act collectively as a group and not as individuals.

This policy is to ensure that all staff, trustees', volunteers' health and safety needs are reflected and that we have thought about the things that should be documented and built in, such as remote working, consultation and training etc. The Chair and two other Directors should be determined to be the most competent, experienced and capable people to take responsibility for health and safety issues.

This policy statement should be reviewed and updated every year or immediately if there are any major changes in the structure and management of UKCoD.

www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc and Volunteering England's Health and Safety Statement template.

| | | |
|--|---|---|
| This is the statement of general policy and arrangements | | |
| (Name of Health and Safety Officer to be inserted.) | | has overall and final responsibility for health and safety |
| (Name of deputy to be inserted) | | have a supportive role for ensuring this policy is put into practice |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of related ill health by managing the health and safety risks at meetings and in day-to-day activities undertaken by UKCoD staff and volunteers. | We typically only need to consider risks in meetings. This is both a low risk and a low probability | Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed when conditions change. |
| Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to undertake their | Essential Trustee Guidelines available from | Volunteers and contractors given necessary induction and provided with appropriate training. |

| | | |
|---|---|---|
| duties. | Charity Commission website | |
| Training for volunteers in, as relevant, working with people with challenging behaviours, epilepsy, personal safety, first aid. | We are normally only meeting with trustees and SIGs. We would only need to cover this kind of issue for conditions notified in advance. We would only need to consider implications if we were to accept a Trustee with a relevant condition. We think we could cover the remote possibility with a blanket statement | Volunteers and staff requested to declare (in confidence to...who?) any medical issues that may require assistance. Volunteers and staff provided with appropriate training for these conditions. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. First-aid box is located (where?). | Needs to be included in the Agenda for physical meetings | Ensure clear instructions are given at all hired meeting and events venues about escape routes and fire drills, particularly if staff and volunteers have additional needs to deafness. |
| Ensure safe meeting places are used. | Standard meeting venue risk assessment only needs to be done infrequently | Ensure all hired venues have regularly cleaned toilets, washing facilities, are hygienic and drinking water is provided. Ensure outside caterers are responsible for hygiene and health and safety. |
| Risk assessment, particularly when a new activity is being considered. Obtaining (often confidential) information about individuals in relation to particular activities (such as epilepsy and swimming) and sport. | We are normally only dealing with one of 3 or 4 meeting rooms | Volunteers and staff are trained in how to make risk assessments when working directly with service users. |
| Photograph policy to include videos, and permission is given to use materials in the media and social networking etc. | At meetings, conferences or other venues | Checks made when necessary. Photograph policy to be produced and forms to be circulated and signed when needed. |
| Adequate insurance cover is taken out for Directors and other volunteers, equipment and assets etc. | Treasurer reviews annually | Annual review of level and types of insurance covers. |
| Signed: | | Date: |

**Agreed by the UKCoD Board on the Board meeting held on 24.02.2021;
Approved and minuted.**