



Dame Agnes Weston's Royal Charity for the Naval Service

Health and Safety Policy

Dated 2022

AGGIE WESTON'S

HEALTH & SAFETY POLICY & OPERATION

General principles

1. It is the responsibility of all Aggie Weston's staff and volunteers to ensure that Aggie Weston's activities and work are undertaken in a safe environment, and that all risks to the health and safety of beneficiaries, volunteers and salaried staff are reduced to as low as reasonably practicable.

Aggie's Health and Safety Organisation

2. **CEO.** The final responsibility for health and safety lies with the CEO. He is responsible for ensuring that the correct training, processes and culture are in place.

3. **Ops and HR Manager.** Responsibility for ensuring that Aggie Weston's staff maintain the correct level of training is delegated to the Ops and HR Manager who will also engage and consult with employees, provide advice, and provide supervision on occupational health issues. The Ops and HR Manager is also the H&S lead for staff working in Castaway House, responsible for maintaining a safe working environment within the Aggie Weston's offices, ensuring safe storage and use of hazardous substances, and ensuring all equipment is maintained within manufacturers guidelines.

4. **Pastoral Workers line managed by Chaplaincy Team Leaders (CTLs).** The majority of Pastoral Workers are based in RN establishments and are line managed on a day-to-day basis by CTLs. They are, therefore, subject to the establishment H&S procedures whether working inside or outside the wire. Pastoral Workers are responsible for undertaking Risk Assessments (RAs) for activities which are not already covered by an establishment RA, and ensuring that activities are undertaken in a safe manner in accordance with their assessed process. They may, additionally, undertake an RA where an activity presents a significant change to an establishment RA. A generic PW risk assessment form is attached (Annex A)

5. **Pastoral workers line managed by the Ops and HR Manager.** Community Waves teams in Portsmouth and Plymouth are line managed by direct from Castaway House by the Ops and HR Manager and operate mostly outside of the MoD boundary. Pastoral Workers are responsible for undertaking Risk Assessments for their new or significantly changed activities, and for ensuring that activities are undertaken in a safe manner in accordance with their assessed process. They are to provide regular reports to the Ops and HR Manager on their activities and H&S procedures. A generic PW risk assessment form is attached (Annex A)

Risk Assessment

6. The basic tool used within Aggie Weston's to manage H&S is Risk Assessment.

7. Risk assessments are to be carried out by the Responsible staff and reviewed at least once per year. They will consider all facets of the operation of the activity including, but not limited to: fire risk, trip hazards, hazardous substances, personal injury, offices, public areas, kitchens, cleanliness, boilers and other plant, systems (eg water, gas, and electricity), grounds, etc. They will also consider all aspects of Statutory Compliance.

8. The results of these considerations are to be passed to their Line Manager for review and approval of actions (if needed).

9. Third party audit will be arranged by the Operations Director once Internal Audit is complete.
10. Risk assessments will be carried out for the offices in Castaway house by the Ops and HR Manager and by any home based workers biennially or if there is a significant change to working practices.

Review of Health & Safety

11. All Pastoral Workers are to provide the CEO with monthly performance reports. These are to highlight any H&S issues that have arisen during the reporting period.
12. The Executive Team, normally the Ops and HR Manager, will visit every Pastoral Worker at least twice a year as part of the appraisal process. During these visits the Ops and HR Manager will review current RAs and discuss any H&S issues arising.
13. A comprehensive Risk Management Framework, which includes H&S operation, is reviewed at the Trustees Meetings three times each year.

PASTORAL WORKER GENERIC RISK ASSESSMENT

Establishment or Team

Hazard	Likelihood of Risk	Control Measures	Action & timescale to resolve
Slips trips and falls causing sprains or fractures due to trailing cables or rubbish.	Low	<ul style="list-style-type: none"> • Good housekeeping standards maintained • Drawers closed when not in use • Cables tidied away • Rubbish taken away daily 	
Poor manual handling techniques, especially when accessing top shelves in storage units, or moving computer & other equipment causing back pain, sprain or fracture.	Low	<ul style="list-style-type: none"> • Use of steps/stool where appropriate • Trolley/handling aids used to transport heavy goods. • Staff seek help when moving heavy or awkward loads • Attend appropriate course 	
Regular use of computers causing RSI, headaches.	Low	<ul style="list-style-type: none"> • Adjustable equipment, chair and footrests supplied where necessary • Blinds provided to control ambient light 	
Faulty electrical equipment causing electrical shocks or burns.	Low	<ul style="list-style-type: none"> • Sufficient sockets provided • Regular safety test to be carried out on portable electrical equipment by establishment • Defective plugs and cables repaired by qualified personnel • Separate inventory of electrical equipment kept 	
Accident or sudden illness when working alone causes difficulty summoning help.	Low	<ul style="list-style-type: none"> • Telephone or mobile phone provided. • First aid kit available • Supervisor/responsible person aware of potential medical conditions that could cause problem (eg epilepsy) • Regular contact between Pastoral Worker and responsible person if necessary 	

Fire causing smoke inhalation or burns.	Low	<ul style="list-style-type: none"> • Fire evacuation procedures, fire drills, fire extinguishers, fire exit routes signed, fire alarms serviced and tested – all carried out by establishment. • Fire exits kept clear of equipment, furniture etc • Attend fire briefing/ training/ read instructions 	
Cleaning fluids & other noxious chemicals causing skin irritation and breathing difficulties.	Low	<ul style="list-style-type: none"> • Access to cleaning fluids etc controlled eg locked away • appropriate COSHH notices displayed 	
Lone working where home visits cause risk of assault and injury.	Low	<ul style="list-style-type: none"> • Training given if necessary to help spot early signs of aggression • Mobile phone provided • First aid kit carried • Daily list of home visits kept in manned office or with agreed responsible person to enable contact to be made if necessary • Safe means of travel • Regular check between individual and responsible person to confirm safety, if risk level warrants this • Additional personnel attend with individual if risk warrants this 	Andy to update based on latest guidance

I confirm I have completed a risk assessment and identified actions and a timescale for resolution.

Name Signed..... Date.....