

ORKNEY ALCOHOL COUNSELLING & ADVISORY SERVICE
HEALTH AND SAFETY POLICY

GENERAL STATEMENT

Our policy is to provide and maintain safe and healthy working conditions and equipment for all our staff and volunteers.

To this end, we will, so far as is reasonably practicable:

1. Provide a working environment, equipment and systems of work, which are free from hazard and without risk to health.
2. Make arrangements for ensuring safety, and minimise the risk to health in connection with the use, handling, storage and transport of articles and substances. Provide comprehensive information about the risks and necessary precautions.
3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff, volunteers and others.
4. Ensure that the premises/office(s) under the organisation's control are maintained to an acceptable standard of safety, without risk to health and with adequate access in and out of the premises. Where an office is located within premises of a host organisation ensure that you obtain, read, understand and follow the procedures required by the host organisation.
5. Make adequate arrangements for facilities and arrangements for the welfare of
 - Employees at work,
 - Volunteers within the buildingand, if appropriate, health surveillance.
6. Provide and maintain arrangements for the emergency evacuation of premises in case of fire or other emergency. Where an office is within premises of a host organisation ensure that you obtain, read and understand these arrangements.

Date:

Signed by:

Position:

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of the Board of Management.

The day-to-day responsibility for health and safety is that of the Manager. S/he is assisted in this by a nominated person.

All staff and volunteers engaged in the activities of the organisation must be aware of their responsibility:

- To take reasonable care of their own health and safety and for the health and safety of others who may be affected by their acts and/or omissions.
- To co-operate with the Board in carrying out any duty or requirement imposed on them by statutory measures or by good practice.
- Not to interfere intentionally or recklessly with, or misuse anything provided, in the interest of health, safety or welfare.
- To notify the manager or his/her deputy, straight away if they notice a health and safety problem.

Staff and volunteers render themselves liable to disciplinary action if they fail to adhere to the above policy or the health and safety arrangements and instructions, which are contained in the General Statements section of the Policy.

Date:

Signed by:

Position:.....

Health & Safety Policy Amendment

In the course of our on going health & safety risk assessment it has always been apparent that there is a risk to staff and volunteers from intoxicated (alcohol/drugs/or both) clients or drop-ins, while the normal policy of asking said people to leave and return when sober has worked in the past, recent events have warranted a review of this policy.

Situation

A client entered the building extremely intoxicated, and sat down in reception, while not acting in a threatening manner the receptionist did feel closed in and uncomfortable.

The manager was called down stairs and the client did leave.

Problem

There are occasions when there is only one person on the premises. We have a policy of having at least two people on the premises when clients are being seen.

Solution

After some discussion it was decided that an Intercom System would be fitted to the main entrance to the building.