



JEWISH ACTION FOR MENTAL HEALTH HEALTH AND SAFETY POLICY

Introduction

Jewish Action for Mental Health (JAMH) has a statutory duty to provide a safe place of work and healthy working environment for all its employees and volunteers, and to ensure as far as is reasonably possible the health and safety of all who engage with our work, with particular emphasis on those clients who receive support.

The Board accepts its responsibility to set a safety policy for JAMH. In doing so it will seek to maintain, and improve progressively, the environment of the organisation in order to ensure the health, safety and welfare of all its users. It intends to comply with all relevant legislation and to ensure that everyone has sufficient information and appropriate training to fulfil their responsibilities. In drawing up health and safety procedures and requirements, and in reviewing risk, it will consult with staff, usually through discussion at Board meetings.

JAMH seeks to create an environment where everyone:

- is aware of their responsibilities to each other;
- acts in responsible ways, consistent with others' health and safety;
- safeguards and promotes the health and safety of others.

JAMH seeks to promote health and safety by providing or ensuring, in so far as is reasonably practical:

- healthy and safe working practices and conditions;
- information, instruction and training in safe working methods and practices;
- first aid facilities and employees trained in first aid;
- safe premises and equipment;
- a regular system of risk assessment;
- safe access and egress, including evacuation procedures;
- appropriate security arrangements;
- effective communication systems for issues of health and safety;
- periodic checks on the fire alarms and fire-fighting equipment.

This policy relates to health and safety at premises where JAMH operates, and also to activities run by JAMH off site or using remote/on-line access if required to work from home. Where employees, volunteers and clients are engaged in activities away from JAMH they may need to be aware of the policies and procedures of other centres or organisations, and of the requirements of the safeguarding policy in relation to risk assessment of such activities.

Failure on the part of employees to discharge the obligations placed upon them by this policy may make them liable to:

- prosecution under Health and Safety legislation;
- disciplinary action under JAMH's disciplinary procedures

Responsibilities

The Board has the responsibility to:

- make itself familiar with health and safety legislation and codes of practice which are relevant to the work of JAMH;
- ensure that there is an effective and enforceable policy for the provision of health and safety;
- undertake to provide a safe place for everyone to work;
- enable staff and volunteers to perform their duties in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.

The Board expects **all employees** to be responsible for ensuring the effective implementation of this policy.

General staff responsibilities

All staff shall ensure they comply with the following basic principles:

- The safety of users of JAMH and of fellow staff and volunteers should be of paramount importance.
- Make themselves aware of any Fire Precaution Drill Procedure and be aware of the position and contents of the First Aid Box in any premises regularly used.
- Ensure that any equipment or premises used is kept in a safe and healthy condition.
- Any accident or injury that occurs during working time must be dealt with and recorded according to procedures laid down by the Board.

Senior Worker

The Senior Worker for the organisation is accountable to the Board for the implementation of the Health and Safety Policy. S/he has responsibility for the day to day maintenance and development of safe working practices and conditions. The Senior Worker is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the Senior Worker will:

- be aware of the requirements of health and safety legislation and codes of practice relevant to JAMH;
- ensure that all staff and volunteers understand and abide by the Health and Safety policy;
- ensure the health, safety and welfare of all staff, clients, volunteers and visitors to JAMH, including anyone taking part in any activities;
- ensure safe working practices and procedures;

- involve staff in identifying health and safety issues and their resolution;
- identify training needs of employees, volunteers and clients and ensure, within the resources available, that these needs are met;
- ensure that risk assessments are carried out for particular activities as required, e.g. visits, on-line group sessions, etc.
- collate accident and incident information and ensure the Accident Book is completely up to date; and, if appropriate and necessary, carry out investigations;
- ensure that the first aid box, if and when JAMH has responsibility for a building, is kept properly stocked and that staff have appropriate first aid training;
- ensure that fire alarms and evacuation procedures are checked regularly;
- report any health and safety issues relating specifically to any building being used by JAMH to the Board;
- work with the Board to ensure that any building being used by JAMH is a safe place for employees and visitors;
- work with the Board to ensure that the risk register is regularly reviewed and updated and that actions which are required in relation to the risks identified are carried out.

All Employees

This policy specifically requires all staff to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- support measures implemented to meet statutory requirements and requirements of the Board;
- be aware of, support, implement and comply with this policy;
- fill in an accident or incident report where there has been any accident or incident during JAMH activities, whether on or off site, and to report the accident or incident immediately to the Senior Worker;
- report to the Senior Worker anything which might compromise the safety of staff or others, such as inappropriate behaviour, unsafe equipment, building defects, or external threats;
- set a good personal example through safe behaviour;
- make sure that activities in which they are involved have been properly risk assessed;
- where appropriate, make use of protective equipment available and follow procedures established for safe working; and ensure that all others do the same;
- familiarise themselves with emergency evacuation procedures;
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves,

- when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- promote safe behaviour and practice within and outside any building being used by JAMH, explicitly and by example; and bar any client or user from all or specific activities if they consistently refuse to act in safe ways and are likely to endanger themselves, other clients or users, staff or others;
- to assist the Board in ensuring the safe working of any building being used by JAMH, any projects being run and the safety of all clients and users.

Clients and Users

Clients and users are expected to:

- exercise personal responsibility for the safety of themselves and others;
- observe the safety rules of JAMH and, in particular, the instructions of staff given in an emergency;
- be aware of basic safety evacuation procedures;
- report unsafe matters and voice concerns about health and safety to staff.

Personal safety

JAMH has a legal duty to minimise employees' exposure to harm while in work. Personal safety includes more than just the risk of physical violence. Employees may face verbal and/or mental abuse, discrimination, threatening behaviour, bullying even ostracism. Anyone who has concerns regarding their personal safety should discuss this with their line manager immediately.

Personal panic alarms will be offered to existing staff members periodically and to new staff members at the time of induction.

Arrangements and Procedures

Accident and Incident Reports

All accidents and injuries to any person on JAMH premises or at off-site activities are to be reported immediately to the Senior Worker, plus any other incidents which might be cause for concern, such as inappropriate behaviour. A written report should be submitted to the Senior Worker as soon as possible, and the Accident Book must be filled in where accidents or injuries have occurred.

The Senior Worker is responsible for informing the Board of any serious accidents or incidents, and to ensuring that any reporting to statutory bodies is undertaken if required.

First Aid

Supplies of first aid material will be held either in the JAMH office or, where a building being used has its own first aid material, in an accessible location.

The Senior Worker will also ensure that staff have appropriate first aid equipment on hand for any off-site activities where this is deemed appropriate.

At the discretion of the Board a number of staff and volunteers will be given such training in first aid techniques as is required to give them a basic minimum level of competence.

A record will be made of each occasion that first aid treatment is given either on JAMH premises or as part of a JAMH related activity.

Staff must ensure that appropriate medical assistance is obtained for all accidents and injuries which require more than basic first aid assistance.

Fire and Evacuation Procedures

The fire alarm system on premises used by JAMH will be tested at least monthly by the host organisation, and the Senior Worker will confirm that the fact that it has been tested has been recorded.

The Senior Worker will ensure that evacuation procedures are fully understood by all staff and volunteers, and that they are tested on a regular basis, with the date, time and details recorded.

A register should be kept for all activities and this should be secured by a staff member in the course of any evacuation so that a check can be made on the safety of all users.

Security

JAMH shall ensure that procedures are in place so that all clients and other visitors can be identified before they are admitted to any building being used. It is the responsibility of all staff to ensure that the door is always closed and that they are confident about the identity of any person wanting admittance before allowing them to enter the building. Staff should not routinely allow volunteers or clients to let in friends without ensuring confirmation of their identity.

JAMH has a strict policy that no weapons or illegal drugs should be allowed inside premises it is using.

Date for review – August 2025