


The FAN Charity - Policies
Health and Safety and General Risk Assessment

This is the statement of general policy and arrangements for:		The FAN Charity
Chair of Trustees Ian Thomson		has overall and final responsibility for health and safety
Sarah Duncan-Jones		has day-to-day responsibility 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 work-related ill health by managing the health and safety risks in the workplace	FAN Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	FAN Manager	Staff and volunteers undertake relevant health and safety induction and provided with appropriate training.
Engage and consult with employees on day-to-day health and safety conditions	FAN Manager	Staff routinely refer to health and safety matters as they arise but also formally consulted at regular supervision meetings.
In all settings, including home working, maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	FAN Manager	Alert FAN manager of any problems with equipment.
Prior to FAN Groups being established in a venue ensure that an appropriate Risk Assessment has been undertaken in collaboration with the hosts.	FAN Manager	Remind staff in supervision, alert Facilitators in training and Facs Get togethers.

	Signed: * (Employer)		
		Date:	19.9.23

You should review your policy if you think it might no longer be valid, eg if circumstances change.
 If you have fewer than five employees, you don't have to write down your policy.

FAN accident book is located:	FAN HR File with FAN Manager
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Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: The FAN Charity

Date of risk assessment: 5.09.23

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips when working at home or in group venues	Staff, volunteers or participants may be injured if they trip over objects or slip on spillages. Sometimes there is furniture to move	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Manage home space to same standard as office space. Ensure chairs and tables at Group venues kept tidy and that bags, coats are not a hazard during a meeting. Only move what is needed – and liaise with host and line manager if there are issues with venue or it is not suitable.	Continue to monitor situation and to flag up any unresolved concerns to line manager; staff to monitor any issues flagged up by Facs. Raise in supervision meetings. Report any issues with venues to hosts.	All staff, volunteers	Ongoing	
Lone working	Staff or volunteers	Good practice covered in induction of staff and in Facilitator training. Meet contacts in public spaces or on Zoom/Teams. Consider personal risk when taking up invitations to visit participant homes. Alerting line manager or Development Officer of any concerns. Keeping phone close to hand. Withdrawing from a situation quickly if you have concerns. Groups meet in public spaces and shared spaces wherever possible and avoid groups being the only users of a building without a specific Risk Assessment.	Continue to monitor situation and to flag up any concerns. Staff to monitor any issues flagged up by Facs. Raise in supervision meetings. Report any issues with venues to hosts.	All staff, volunteers	Ongoing	

Use of IT	Staff	Hours of work and nature of work generally mean that it should not be necessary to spend periods longer than 55 minutes on the computer without a break. But Covid has meant longer screen time, so taking breaks is now vital.	Be vigilant in taking breaks especially when working at home and using Zoom. Monitor use of equipment and where it is used to ensure it is comfortable and fit for purpose. Alert line manager of any issues. Undergo relevant training.	All staff.	Ongoing	
General Health and Safety	Staff and volunteers	Covered in induction. For Facilitators covered in facilitator training. Staff to monitor any H&S issues with Facs.	Line manager to specifically ask about H&S issues in supervision sessions. Add as standing item to Trustee agenda.	FAN Manager/Trustees, staff	Ongoing	
Fire	Staff, Volunteers, participants	Ensure that all present know fire evacuation arrangements including people new to the group; know assembly points. Check that escape routes are clear. Be aware of any specific needs in the group (infirm or disabled participants)	Raise in Facs training Raise in Facs Get Togethers DSOs support Facs with venue Risk Assessments Keep this knowledge fresh and relevant	FAN Manager, DSOs, Volunteers	Ongoing	
Driving/Travelling	Staff and volunteers	Take enough time to get to appointments; use appropriate transport – foot, bike, car, bus, train. Be aware of own safety and the safety of others. Raise any concerns with line manager or volunteer supervisor.	Monitor any issues.	All	Ongoing	
Running groups in public spaces. Sometimes people in FAN are distressed	Participants in FAN Groups	Reinforcing the structure of the FAN group; seeking support from venue and from FAN staff if issues occur; signpost to relevant agencies via staff	Raise in Facs training and as part of the Facs get togethers and in group visits, to ensure that everything is being done to support.	All	Ongoing	
Running groups in public spaces	Volunteers or participants may be injured if they trip over objects or slip on spillages. Sometimes there is furniture to move	Only moving furniture minimally and if able to. Seeking alternatives if this is a problem. Liaise closely with host. Seek their help.	Raise in Facs training and as part of the Facs get togethers and group visits to ensure that everything is being done to support.			
Children in FAN groups	Children if they evade the care of their parents/carers	Children in any FAN setting remain the ultimate responsibility of their parents/carers. If there is childcare on offer, carers should have appropriate DBS checks and most likely operating under the auspices of the host venue.	Be clear about where responsibility lies	FAN Staff, Volunteer Facilitators	Ongoing	
On-line FAN meetings using Zoom	Staff, volunteers, participants – through inappropriate access to Zoom meetings - bombing	Training for all available and taken up. Good practice shared; passwords; invites are only shared to known name or in a controlled way, waiting rooms. New information shared when received.	Continue to monitor and update with new information as it arrives	Staff and Volunteer Facs	Ongoing since March 2020	

The Fan Charity: Policies: Health and Safety and General Risk Assessment

Original creation:

Latest review: 09/23 Next review: 11/24

Covid 19 infection	See Generic Covid FAN Risk Assessment and specific Risk Assessments for venues	Meetings face to face only when safe to do so with appropriate mitigations. Closure of Face to Face meetings where necessary.	Continue to review risk and put mitigations in place as face to face groups and activity resumes	All	Ongoing since March 2020	
Confusion caused by signage	All but especially those living with dementia	Liaise with the venue to ensure that the facility is dementia friendly, clear signs at eye level.	Encourage venue to become a dementia friendly organization.	Venue	Ongoing	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

[Reviewed by FAN Charity: Working Group: Policies: Groups, September 2023.](#)

[Adopted by Trustees: 19.9.23](#)

Signed: 

[Ian Thomson](#)

Role: [Chairman](#)

Dated: 19.9.23