HEALTH AND SAFETY POLICY

Success Life After Cure Ltd

This is the health and safety policy of Success Life After Cure Ltd.

Part 1: Statement of Intent

Our health and safety policy is to, so far as is reasonably practicable:

- Prevent accidents and cases of work related ill-health.
- Manage health and safety risks in our workplace.
- Provide such information, instruction, training and supervision necessary to ensure that our Team members are competent to undertake their work.
- Consult with team members on matters of health and safety.
- Encourage all team members to engage in maintaining safe working practices.
- Provide and maintain safe plant and work equipment.
- Provide all necessary Personal Protective Equipment.
- Ensure that all substances are used, stored and handled safely.
- Maintain safe and healthy working conditions.
- Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.

Signed: *H Spoudeas*

Print Name: DR HELEN SPOUDEAS

Date: 13/10/2025

Part 2: Responsibilities for health and safety

Overall responsibility for health and safety:
Dr Helen Spoudeas the Chief Executive Officer, Success Life After Cure Ltd

Day-to-day responsibility for ensuring that this policy is put into practice:
Dr Helen Spoudeas the Chief Executive Officer, Success Life After Cure Ltd
Jane Hobson, Chair, Governance Committee, Success Life After Cure Ltd

Additionally, all team members must:

• co-operate with supervisors and managers on health and safety matters
• take reasonable care of their own health and safety
• report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

- ***Risk Assessment***

  Appropriate risk assessments will be completed, kept under review and their findings implemented.
  We have completed the following risk assessments: Attendance at all Success Events
  Lone worker

  All risk assessments are available on the charity SharePoint Information Management System

- ***Communication of policy***

  A copy of this policy is available on the charity SharePoint Information Management System

- ***Training of team members***

Training shall be provided on induction and on exposure to new or increased risks, for example following the introduction of new services, equipment, technology or systems of work. Refresher training shall be repeated periodically. Records of all training shall be kept.

- ***Consultation***

  Consultation with team members on health and safety matters will take place routinely as they arise and following any review of health and safety matters where changes are required.

- ***Fire Safety***

  This is not required as the charity has no premises and complies with the fire safety protocols in place when renting rooms or events.

- ***Manual handling assessment and policy***

  Manual handling instructions must be followed in accordance with our manual handing procedure and training when carrying any load.

- ***Selection of, provision of information to and monitoring of sub-contractors***

  Sub-contractors to provide risk assessments and method statements and evidence of their competency e.g. qualifications, training completed, references, or membership of a trade body, where applicable.

- ***Public safety assessment and procedures.***

  A risk assessment has been carried out for all events.
  All guests at events shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary.

- ***Evacuation & Emergency Procedures.***

  In the event of an emergency, the venues fire alarm will sound and their designated person will ensure the evacuation of all persons present to their assembly point. They will contact the emergency services when required and ensure compliance with any relevant emergency procedure.

- ***Accident and investigation Procedures***

  Where there is an accident or incident at work, an accident or incident report must be completed. Any accident at work or in connection with work (whether involving a team member, visitor or other person), must be reported immediately to the appropriate person who shall arrange for the accident to be investigated and an accident report prepared, recommending means of preventing re-occurrence where appropriate.

  Where the accident or incident is of a type that needs to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013] the appropriate person will ensure that a RIDDOR report is made to the Health and Safety Executive.

- ***Work equipment selection and maintenance***

  All work equipment provided by the employer for use at work shall be:
  - suitable for the intended use
  - safe for use, maintained in a safe condition and, in certain circumstances
  - regularly inspected
  - used only by people who have received adequate information, instruction and training
  - accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

  All equipment used must be maintained in a safe condition and in good
  repair. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

  The use of any equipment that is not owned by the employer must be authorised in advance.

- ***Personal Protective Equipment***

  Personal Protective Equipment (PPE) appropriate for the risks involved and suitable for the task and the person undertaking it will be supplied and must be used whenever there is a risk to a team member's health and safety which cannot be adequately controlled by alternative means. Where PPE is required it shall be provided at the employer's cost and must be used by team members in accordance with any manufacturer instructions and any directions and training given. Any defects in PPE must be reported immediately on discovery.

- ***Hazardous substances (COSHH), assessment and control measures***

In accordance with the Control of Substances Hazardous to Health Regulations 2002], we will:

- Undertake assessments of all work processes where substances are involved and decide which of the processes involve the use of substances hazardous to health so that decisions can be made about necessary control measures
- Maintain records of all COSHH assessments
- Inform the workforce of any findings of any assessments and provide any person exposed to substances hazardous to health with the necessary information, instruction and training for them to know the risks to health created by such exposure and the precautions that should be taken
- Review all assessments (if the work process changes significantly) and annually from the date of the original assessment; and
- Provide suitable Personal Protective Equipment.

- ***Display Screen Equipment (DSE) assessment / provision***

  - We will conduct a DSE assessment for each home-based worker.
    This is achieved through a self-assessment, provided the team member has received appropriate training.
    The assessment should evaluate the entire workstation setup, including equipment, furniture, and work conditions, to ensure a comfortable and sustainable posture.
  - Periodic breaks from using the equipment are encouraged.
  - On request, once a year, a voucher (or reimbursement of cost on production of a
  - receipt) for an eye and eyesight test by an optician will be provided for the above team members who use a computer for work purposes for a significant amount of time. If special corrective appliances for display screen work only are required and a normal appliance cannot be used, the employer will bear the cost of a basic appliance (e.g. the least expensive frame and basic lenses).
  - Where necessary, training on the safe use of display screen equipment shall be made available.

- ***Welfare provisions***

  - Adequate provision will be made for welfare facilities at all sites.

- ***First aid provisions***

- Adequately stocked first aid boxes will be available at all events.
- All First Aiders shall receive first aid training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid at Work certificate.

Review:
This policy to be reviewed annually.
Next review due before 31.05.27