

# Alzheimer's Society

## Health and Safety Policy

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Policy and procedure apply to:		Employees: All	Volunteers: All
		Contractors: All	Other: non defined
Version	Published	Average Read Time 5 minutes	

### 1. What you need to know

#### Policy Statement

At Alzheimer's Society, the health, safety and wellbeing of our employees, volunteers, contractors and those affected by dementia is of the utmost importance.

This policy covers the aims, commitment, and arrangements put in place by Alzheimer's Society to ensure we meet our legal obligations and protect our people's health, safety and wellbeing. It is complemented by a number of specific procedures, which set out and implement the aims of the policy in practice (see Appendix 1).

Our people are essential to achieving these aims. It is the responsibility of every employee, volunteer and contractor to ensure that we always operate in accordance with this policy. Breaches of the policy may result in action under our disciplinary policy or, where the person involved is a volunteer, the Volunteer Resolving Concerns Guidance.

### 2. How we work here

The Society has a legal duty to ensure its working environment is safe for employees, volunteers, service users, contractors and others who interact with the Society, whether at home, in an office or in any other setting. Further guidance relating to working at home safely is provided in the procedures referenced below. If the Society's or an individual's actions or omissions amounts to a breach of Health and Safety Laws, this is a criminal offence and organisational penalties may apply.

The Society will ensure the health, safety and wellbeing of all employees, volunteers, users of its services, event participants, visitors, contractors, agency staff and anyone else who may be affected by the work of the Society. To ensure this the Society commits to:

- Comply with the Health and Safety at Work Act 1974 and all other applicable regulations made under them.
- Provide an accessible means to record accidents and near-misses.
- Investigate the root causes and, where appropriate, implement changes designed to reduce the risk of recurrence of accidents and near misses.
- Where required, ensure incidents are reported to the appropriate authorities.
- Provide systems for the assessment and management of risk, with the aim of removing hazards or reducing risk to an acceptable level within premises occupied by the Society, at events, fundraising activities and social activities.
- Identify appropriate emergency procedures in the workplace to reduce the risk to employees, volunteers, service users and others.

- Make available suitable and adequate information, instruction and training to all employees and volunteers.
- Ensure a safe and healthy working environment in relation to equipment, associated ancillaries, and the safe storage and use of substances.
- Ensure that contractors working for the Society can appropriately assess and manage risks posed by their activities to employees, volunteers, service users and the public as well as to premises, property and themselves.
- Consult with employees and volunteers on matters of health, safety and wellbeing so they can participate in creating a positive health and safety culture in the organisation.
- Ensure employees and volunteers take responsibility and reasonable care of their own health and safety at work and that of others around them.

### **Roles and responsibilities**

We all have a responsibility to:

- Know and work within this policy framework and report health and safety concerns.
- Promote safe practices by being an excellent role model; positively involve people in developing safe practices wherever possible and report any concerns swiftly using the mechanisms in this policy and in health and safety procedures.
- Encourage open communication by treating all people equally with respect and dignity and share information appropriately with others and within the law.

### **3.1 Health and Safety governance**

The Society's Board of Trustees is accountable for ensuring that the Society has appropriate structure, processes, and resources in place to ensure health and safety is central to all the organisation does, and for monitoring compliance.

Lines of accountability for accountability throughout the Society are detailed below:

- Senior Accountable Officer: Chief Executive Officer
- Health and Safety Lead Trustee: Board Appointed Person
- Strategic Lead for Health and Safety: Executive Director of Dementia Support and Partnerships
- Senior Lead for Health and Safety: Associate Director of Practice and Compliance.
- Health and Safety team line manager – Head of safe Practice
- Health and Safety Responsible Person – Senior Health and Safety Manager
- Health and safety roles and responsibilities: please refer to Appendix 2 for detail and information.

### **3.2 Line managers**

Line managers are responsible for monitoring and embedding health and safety practice within the activities of their teams, including volunteers, service users and members of the public.

Examples of how this can be achieved include:

- Health and Safety must be a standing item in regular supervision
- Promote a culture where staff and volunteers feel confident raising concerns
- Cultivate a learning culture, using audits and service reviews to strengthen awareness.
- Monitor learning and support your team to complete health and safety training.
- Quality assurance
- Support and de-briefing.

## **3. What to do if things go wrong**

It is important that anything that might pose a risk to health and safety is identified and escalated appropriately. All accidents and near-misses must be promptly reported in accordance with the

Accident and Near Miss Reporting procedures. If you see anything else that looks unsafe you should report it to your line manager (or, if you are a volunteer, your role manager) and, in writing, via the online reporting system on the Health and Safety Incident Reporting Arena page.

If, having reported something, you do not believe that adequate action has been taken in reasonable time you should escalate the issue to the line manager of the person to whom you originally reported the incident or to the Health and Safety team. . The Grievance and Whistleblowing policies may also be used where appropriate action is not taken.

Never assume that it is someone else's role to let the right people know. Employees and volunteers must take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. This is why it is critical that everyone follows our Health and Safety Policy and procedures. Where we believe there may have been a breach, this will be thoroughly investigated and appropriate actions taken to prevent any recurrence.

**If in doubt, speak out!**

## **4. Further information**

Information and resources in relation to ensure a safe and healthy working environment covering the legislative demands the Society must adhere to can be found on Arena Health and Safety pages.

If you have any questions or concerns or would like to discuss any matter concerning Health and Safety, please do not hesitate to contact the Health and Safety team at [healthandsafety2@alzheimers.org.uk](mailto:healthandsafety2@alzheimers.org.uk)

### **Appendix 1**

Information and resources in relation to ensure a safe and healthy working environment covering the legislative demands the Society must adhere to can be found on the Health and Safety Arena pages using the procedure references listed below:

HSP01	Infection Control
HSP03	Fire Safety
HSP04	First Aid
HSP08	Risk Assessment
HSP09	Display Screen Equipment
HSP10	Contractor Management
HSP11	Lone Working
HSP14	Home Working
HSP15	International Travel
HSP16	Driving for Work
HSP17	Incident Reporting and Investigation
HSP18	Electricity at Work
HSP19	Personal Protective Equipment (PPE)

HSP20	Chemical Management (COSHH)
HSP22	Personal Safety
HSP23	Food Safety
HSP25	Office Safety
HSP27	Group Safety

## Appendix 2

Health and Safety roles and responsibilities:

<b>Board of Trustees</b>	Alzheimer's Society Trustees are accountable for ensuring that the organisation has appropriate structures, processes, and resources in place to ensure health and safety is central to all that the organisation does, and for monitoring compliance. (Charity Commission for England and Wales, 2019; Charity Commission for Northern Ireland, 2019)
<b>Corporate Safe Practice Group (CSPG)</b>	A forum to develop a strategic approach to health and safety across Alzheimer's Society. It plays a key role in coordinating and ensuring the effectiveness of corporate safeguarding arrangements across the charity. Key issues and risks identified, improvement activity monitored, and learning promoted. Oversight and monitoring of all safeguarding risks held on the Corporate Risk Action Plan.
<b>Chief Executive Officer (CEO)</b>	The Chief Executive Officer is the senior accountable officer for all aspects of health and safety across the organisation.
<b>Health and safety Lead Trustee</b>	The health and safety Trustee is appointed by the Board reporting periodically on the work of the Corporate Safe Practice Group and other relevant Committees as appropriate.
<b>Executive Director of Dementia Support and Partnerships</b>	The Executive Director of Dementia Support & Partnerships holds the operational strategic leadership of health and safety and accountability for operational safeguarding across the organisation.
<b>Associate Director of Practice and Compliance</b>	The strategic leadership of health and safety across the organisation is held by the Associate Director. The Associate Director is accountable for fostering a culture of continuous improvement and learning across all areas of safeguarding and line manager for the Head of Safe Practice. Alzheimer's Society Caldicott Guardian.

<b>Head of Safe Practice</b>	Manages and leads the health and safety team. Is accountable for ensuring the delivery of internal escalation of risks relating to health and safety in practice
<b>Senior Health and Safety Manager</b>	Responsible Person for the organisation (The Management of Health and Safety at Work Regulations 1999) which put explicit requirement for a competent person in place to ensure workplace health and safety.

## Document details

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