

## Checklist

# Health and Safety for Small Charities

### Introduction

This checklist is designed to help you provide for the health, safety and welfare of your staff, volunteers, and beneficiaries. If you employ staff, then much of this will be required by law. But even if you only have volunteers, it is good practice, for example, to ensure you have a safety policy, assess risks, train and consult your volunteers regularly.

### Leadership and management

Do trustees, and senior staff...

- understand their duties?
- know about any significant risks?
- set a good example?
- embed staff and volunteer well-being into your working culture?

### Your safety policy

- Does it name a competent person?
- Does it clarify safety roles and responsibilities?
- Does it provide for consultation with staff and volunteers (see below)?
- Does it provide for the maintenance of safe and healthy working conditions eg. assessing risk, maintenance, training and information (see below)?
- Does it outline your emergency evacuation procedures?
- Is the safety policy in writing (required if you employ 5 or more staff)?

### Risk assessments

- Have you identified all the hazards facing staff, volunteers, beneficiaries and others?
- Have you decided who might be harmed and how?
- Have you evaluated the risk (severity and likelihood)?
- Have you decided upon appropriate prevention or control measures?
- Have you recorded your significant findings?

- Do you review and if necessary, update your risk assessments?

## Consultation

Do you consult with all volunteers and/or staff (or union safety reps)....

- regularly
- in good time
- in a meaningful way
- informally and through more formal methods

## Training and information

- Are staff and volunteers made aware of potential hazards and associated risks?
- Are staff and volunteers aware of how to perform their roles safely?
- Are staff and volunteers provided with and trained in the use of any required safety equipment or procedures?

## Workplace facilities

Are you providing the right workplace facilities for everyone, including those with disabilities, such as...

- toilet and wash facilities?
- drinking water?
- a place to store clothing (and change if specific clothing is needed for work)?
- somewhere to take rest breaks and eat meals?
- good ventilation and sufficient lighting?
- a reasonable working temperature?
- enough room space for workstations and seating?

## First aid, accidents and ill health

- Do you have an appointed person to take charge of first aid?
- Do you have a suitably stocked first aid box?
- Do you record, and report certain injuries, incidents, and cases of work-related disease?

## Premises

- Do you properly maintain your premises, including floors and equipment?
- Do you keep floors and traffic routes free from obstruction?
- Do you have windows that can be opened and also cleaned safely?
- Do you make sure glass doors, walls or panels are made of safety material?
- Are fire exits clearly marked and freely accessible?

## Communications

- Are you displaying a health and safety law poster?
- Are people aware of who to turn to for first aid assistance?
- Are you keeping up-to-date on safety issues?
- Are visitors given relevant safety information appropriate to their visit?

## Other legal

- Do you have employers' liability insurance?
- Are you aware of the relevant regulations that might affect your charity e.g. (COSHH, Noise, Fire safety etc.)?

## Specific hazards

Are you confident that you have properly assessed and are controlling risk of accident/injury from...

- Workplace stress?
- Display screen equipment?
- Trips, lifts and falls?
- Lone working?
- Working with vulnerable adults or children?
- Violence towards staff, volunteers or beneficiaries?
- Driving?

