



Sussex Cancer Fund

Health, Safety and Welfare Policy

Effective from November 15th 2022

Approved by Chairman SCF

Policy Statement

Sussex Cancer Fund (SCF) is committed to meeting in full our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, volunteers, and members of the public. Our employees and volunteers are a key resource and our full commitment to their health and safety is recognised by this policy document.

SCF will provide the training, assistance and resources necessary to ensure that all the requirements of this policy can be met in full. Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, low risk environment for all concerned.

The health, safety and welfare of all employees, volunteers and the general public attending our events is one of this charity's prime goals and a key element in our governance programme.

We are committed to meeting all health and safety requirements specified in law. This policy confirms our commitment to provide the appropriate level of resources to ensure compliance with our legal responsibilities in terms of health & safety at work.



The SCF Trustees will ensure the following:

- A clear focus on prevention of accidents
- That we manage health and safety risks in our workplace and event locations through effective risk assessments – as detailed in policy no.4
- Provision of clear guidance and instructions
- Provision of personal protective clothing
- That we consult with employees on health and safety issues
- Review of this policy annually - and immediately if there is a relevant change in the law or our charity circumstances

The duty of care for volunteers

The Duty of Care is a common law duty to take reasonable care to avoid harming others. Reasonable steps will be taken to reduce the likelihood and potential seriousness of injury to volunteers, for example:

- giving volunteers the right information
- carrying out and sharing risk assessments with volunteers
- training volunteers – at the induction stage and ongoing
- making sure volunteers use safety clothing or equipment as required
- supervising volunteers closely.
- Providing appropriate insurance
- Reporting any accidents or injuries within 24 hours to the Fund Manager – who will complete an accident form and submit to the Chairman SCF

Employee and volunteer responsibilities



All employees and volunteers should take reasonable care of their own health and safety, co-operate with their supervisor/manager on all health and safety issues and report any health and safety concerns to the Fund Manager.

Employees and volunteers who work remotely from home should for their own safety carry out a risk assessment of their home office/ working space.

Welfare - Safeguarding

Our SCF fundraising and awareness activities may involve children, young people and vulnerable adults attending such events.

SCF trustees and employees believe everyone has a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

We will use our best endeavours to keep all children, young people and vulnerable adults safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

If volunteers or employees notice any suspicious behaviour from persons in attendance towards a child, young person or vulnerable adult attending one of our events, then this should be reported to the SCF Fund Manager immediately, who will contact the Police and / or use other reporting mechanisms such as the NSPCC Childline service.

SCF Trustees, employees and volunteers will be required to pass a basic Disclosure and Barring Service (DBS) check – to check for a criminal record. National Health Service professionals who are trustees will already have passed an enhanced DBS check.

Responsibilities

The Board of Directors of SCF are responsible for effective implementation of this policy. The SCF Fund Manager is responsible for ensuring the appropriate measures are put in place for volunteers and during SCF events.



Risk Assessments

Risk assessments will be carried out for all external events such as SCF fundraising, awareness presentations, etc

For further details please see **SCF Policy no.4 on 'Event Risk Assessments'**

Shared Offices & facilities

We have an office in the Horizon Centre and therefore share facilities with Macmillan staff. The SCF employees and volunteers must follow the Health and Safety rules and procedures of Macmillan – including Fire Alarm and evacuation procedures, First Aid provision, Security rules, no smoking on the premises, wearing of face masks, etc

SCF Office should have a high standard of housekeeping avoiding storage above head height – reducing the risk of falling items or accidents caused by stretching or climbing to retrieve items.

Employees and Volunteers using own motor vehicle or motorbike to travel on SCF business

Employees and Volunteers must have a valid driving license for use in the UK and the vehicle must be taxed, insured and have a current MOT certificate where applicable.