**NEWway Health & Safety Policy Statement** 

At NEWway we are committed to a safe, efficient and well run night shelter, where staff, volunteers and users are safe.

We believe that Health and Safety is about being safe, have good systems and procedures, is dynamic and flexible and is everybody’s responsibility.

The Health & Safety at Work etc Act 1974 requires an employer to ensure the health, safety and welfare of all employees by providing:

* Safe equipment
* Safe working practices
* A safe place of work
* Instruction, information, training and supervision
* A written policy on Health & Safety (if 5 employees or more)- We recognise that good practice under our duty of care towards volunteers means we want to apply these requirements anyway.

NEWway works alongside Churches in Newham in providing a winter night-shelter to a maximum of 15 homeless guests at any one time, who have been referred by identified referral agencies. NEWway recognises there is a shared responsibility for the Health & Safety of this function with the Host Churches.

This policy is to provide as far as is reasonably practical, safe and healthy working conditions for volunteers, workers and guests. The success of this policy will depend on the cooperation of NEWway staff, host church leaders, church coordinators, volunteers and guests.

**WRITTEN POLICY ON HEALTH & SAFETY**

**GENERAL MATTERS of safety and good practice**:

NEWway requires each host church to provide a copy of the Public Liability Insurance.

NEWway will purchase additional insurance which covers NEWway Employers Liability, Public and Products liability, Trustees and Directors Indemnity, Legal Expenses.

NEWway requires host churches to comply with the Health & Safety legislation already required of them, for example Fire Regulations and the PAT safety checks. Copies of such compliance is to be made available to NEWway.

NEWway requires host churches to comply with Food Hygiene regulations and evidence should be made available to NEWway. NEWway expects that food must be produced safely and where and how it is produced is hygienic. Churches must ensure that premises are kept clean and are properly equipped. Food must be hygienically handled. Staff must be appropriately supervised and be instructed and/or trained in food hygiene matters. The London Borough of Newham, Environmental Health Department can be contacted for further information on such matters.

NEWway will conduct a risk assessment of each venue to check the above paperwork when requested, and mitigate the risk of slips, trips, falls and other common causes of accidents. The assessments will be available to the Church Coordinators and maintained in a Site Log Book.

**VOLUNTEER safety and good practice**:

NEWway has produced a Volunteer Handbook which identifies behaviour expected and encouraged of volunteers. This Health & Safety Policy should be read in conjunction with the NEWway volunteer handbook. Each Volunteer is required to sign a volunteer agreement.

Each Venue will appoint a Church Coordinator. Clear written guidance is given by NEWway on the roles and responsibilities of Church Coordinators.

NEWway will provide training (in liaison with specialist providers) to Church Coordinators and Volunteers to ensure the understanding of those involved.

Safeguarding: NEWway has considered the current legislation concerning Disclosure and Barring Service. At the current time there is no legal requirement to conduct a DBS check on volunteers. However, NEWway recognises the extra duties placed on its Project Coordinator in terms of giving advice, supervision and training and will therefore complete a DBS check on that role.

NEWway has considered the role of young people aged 16 and 17 years. NEWway has written a policy statement on safe practice for this age group. Guidance is available in the Volunteer Handbook and in the Site Log books.

This Health & Safety Policy should be read in conjunction with NEWway statement on the Disclosure and Barring Service.

**GUEST safety and good practice:**

All guests come to NEWway through a managed system of referral. NEWway has identified referral agencies and work closely with such agencies to ensure that guests meet the criteria for NEWway. A maximum of 15 guests may stay in NEWway each night. This Health & Safety Policy should be read in conjunction with NEWway Referral policy.

All guests will be required to sign a guest agreement.

NEWway has produced RULES and has a written policy on the procedures undertaken should rules be broken. Copies of the rules are available in the guest agreement, the volunteer handbook and the Site Log book. This Health & Safety Policy should be read in conjunction with NEWway rules

ALCOHOL and DRUGS policy- NEWway has a written policy on the use of alcohol and drugs and clear guidance on expected behaviours. A copy of this is available in the Site Log Book and a summary in the volunteer handbook. This Health & Safety Policy should be read in conjunction with NEWway Alcohol and Drugs Policy.

PROCEDURE and PREVENTION of Violence- NEWway is committed to the safety of all guests and volunteers and seeks to ensure that we create a space that is welcoming and calm. NEWway has a written policy on the procedure and prevention of violence. A copy is available in the Site Log Book and summaries are contained in the Volunteer Handbook and Guest agreement. This Health & Safety Policy should be read in conjunction with NEWway Procedure and Prevention of Violence.

This Policy was written in October 2013 and reviewed July 2014.