

Pathfinder is responsible for ensuring, as far as reasonably practicable, the health and safety of all staff and clients. Similarly, all staff and clients have a duty to exercise personal responsibility and take reasonable care for the health and safety of themselves and others.

Pathfinder Health & Safety Officer: Derek Woodcock Tel: 01271 818073. For responsibility within the centre, see the Health & Safety at Work poster.

Pathfinder is responsible for:

- Providing staff and clients with good, safe working areas, ventilation, heating and lighting.
- Providing safe access, gangways and exits, to be kept clear at all times.
- Providing staff with proper up to date information, and training personnel in the use of all equipment.
- Having up to date insurance.
- Providing necessary fire cover, extinguishers, etc. These extinguishers are serviced regularly and staff taught how to operate them.
- Providing first aid and advice.
- Providing a first aid box that will be checked regularly and topped up as necessary. Only authorised items should be kept in it. No drugs should be dispensed.
- Checking and servicing all equipment on a regular basis.
- Providing staff with a personal alarm in cases of an emergency.

All Staff and clients should:

- Exercise safe working practices and good housekeeping.
- Report all potential hazards or faults in equipment to the Pathfinder Health and Safety Officer.
- Report all accidents, no matter how trivial, and enter them in the Accident Book.

Record keeping:

A record should be made in a page of the Accident Book, of any injury by a member of staff. The record should include the date, time and place, personal details of those involved, and a brief description of the nature of the event. The record should then be passed to the Pathfinder Health and Safety Officer to comply with the Data Protection Act.

Any occurrence, or case of disease, requiring report under RIDDOR (see the Accident Book for details), should immediately be reported to the Pathfinder Health and Safety Officer.

Formal risk assessments will be undertaken annually by the Health & Safety Officer, or in the case of an accident, immediately after the accident.

Further information on Lone Working, Safer Practice, etc is available at 'Pathfindercentral' in the Health & Safety folder on Westward Pathfinder's website.

Signed:



Reviewed 04/01/2012