

# ALQUD

## **Health and Safety Policy**

Reviewed and approved by Board June 2023

For Review June 2024

### **1. Policy Statement**

The Aloud Charity recognises and accepts its health and safety duties for providing a safe and healthy working environment, as far as is reasonably practicable, for all its workers (paid or volunteer) and other persons who may be affected by its activities under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

The Trustees expect staff, freelance artists, volunteers, visitors, contractors and others who work with the Charity to share this commitment to maintaining high standards of health and safety by complying with Charity policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

Throughout this document, terms such as “staff” or “employees” apply to all who work for the charity in any capacity whether paid or voluntary.

### **2. General Principles**

It is the policy of The Aloud Charity to promote the health and safety of its staff and those who are affected by our activities.

Our statement of general policy is to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all staff, as well as those people engaged with our activities
- Provide safe and healthy working conditions with proper facilities to safeguard the health and safety of staff and those engaged with our activities, ensuring that any work which is undertaken produces no unnecessary risk to health or safety
- Prevent accidents and cases of work-related ill health
- Provide adequate control of health and safety risks arising from our activities
- Encourage people engaged in our activities to co-operate with the charity in all safety matters
- Empower staff to identify hazards which may exist and report any condition which are or may appear dangerous and / or unsatisfactory
- Ensure the provision and maintenance of equipment and systems of work that are safe
- Make sure there are safe arrangements in place for the use, handling, storage and transport of equipment relating to our work and associated activities
- Provide adequate information and training to ensure staff are competent to do their work
- Engage and consult with staff on day-to-day health and safety conditions and matters that affect their health and safety, providing advice and supervision on occupational health as appropriate

- Identify hazards and make suitable and sufficient assessment of the risks to the health and safety of staff and those connected with The Aloud Charity's activities in order to minimise the risk for any activity undertaken by the Charity
- Implement emergency procedures in the case of fire or other significant incident

As a minimum, this policy will be reviewed annually by the Board of Trustees.

### **3. Responsible Persons**

Overall responsibility for health and safety lies with the Chief Executive Officer.

The Finance and Operations Manager is responsible for:

- Ensuring risk assessments are carried out for workplaces
- Providing appropriate induction and training for staff
- Ensuring office equipment is appropriate, safe, properly maintained and safely used
- Encouraging Safe Systems of Work

The Creative Director is responsible for:

- Ensuring risk assessments are carried out for activities, including the spaces in which these take place
- Reviewing the content of activity risk assessments produced by other members of staff in relation to artistic activity
- Providing job specific training to activity staff
- Ensuring activity equipment is appropriate, safe, properly maintained, safely used and transported

All staff have a responsibility to:

- Take reasonable care of their own health and safety, and of others who may be affected by what they do or do not do
- Co-operate with managers and other responsible persons on health and safety matters
- Use work related equipment correctly and in accordance with any training or instructions
- Not interfere with or mis-use anything provided to safeguard their health and safety
- Report at the earliest opportunity all health and safety concerns to an appropriate person. This means reporting injuries, accidents, dangerous occurrences or areas of potential health and safety risk at any workplace (office or activity base) including staff or those involved in activities organised by the charity
- Understand that failure to comply with health and safety regulations or follow the Company's policies and procedures may result in disciplinary action being taken against the employee

### **4. Visitors and Visiting**

If an individual member of staff receives a visitor to the Cardiff office, they have the responsibility to assist them in their evacuation from the office during an emergency or arrange help in the event of an accident.

If staff are visiting sites to undertake activity, they should take responsibility for ensuring they are aware of what the venue's emergency procedures are for evacuation as well as what to do in the event of an accident. This will be detailed in the risk assessment for the activity.

All staff should report any concerns relating to their own safety or suspected unsafe working practices to their line manager or Chief Executive Officer for investigation and to implement mitigating action in risk assessments as appropriate.

## **5. First Aid**

The Charity believes that best practice is to ensure staff members have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Appropriate training will be organised, and details of these trained staff will be circulated to staff, who should familiarise themselves with names and contact details.

First Aiders in the Cardiff office are:  
Project Support Officer: Ceri Wheatley  
Finance and Operations Manager: Maria Eide

Designated First Aiders at activity locations will be determined by the rehearsal information sheet or activity risk assessment.

There is a First Aid box located in the cupboard next to the front door of the Cardiff Office. It is the responsibility of the First Aiders to ensure that this is kept stocked and fit for purpose.

A rehearsal information sheet for each activity will outline the approach to First Aid in each particular venue / activity area. This document is circulated to staff involved in delivering the activity so that they are aware of the procedures / protocol involved and who is responsible for this.

As a minimum, all risk assessments will be reviewed before the start of each academic year.

## **6. Fire Precautions**

For the Cardiff Office, the landlord is jointly responsible with the Chief Executive Officer for ensuring that a fire risk assessment is undertaken and implemented.

The fire risk assessment is reviewed every year by Chubb and a weekly fire alarm test is carried out by the Finance and Operations Manager.

For the Cardiff Office, the Fire Marshalls are:  
Maria Eide  
Julia Tucker

Escape routes in offices and on activity sites must be kept clear at all times. Corridors and doorways must be kept free of obstructions and properly lit.

New staff will be told the details of fire escape routes and procedures during induction at their place of work.

PAT Testing of all electrical equipment is carried out every 3 years. It is the responsibility of the Finance and Operations Manager to ensure that this happens.

For all activity, the rehearsal information sheet outlines the approach to emergency evacuation in each venue. This document is circulated to staff involved in delivering the activity so that they are aware of the procedures / protocol involved and who is responsible for this.

It is the responsibility of all staff and contractors to familiarise themselves with fire safety guidelines and evacuation procedures within their working environment.

Staff should follow these steps to help prevent fires:

- Carry out a quick check to make sure that the cables, plugs etc. are not damaged before using any electrical appliances
- **Do not** use any electrical equipment that show signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that waste bins are accessible to the cleaners in each venue / office space.

In the event of a fire:

- Immediately stop what you are doing and walk (do not run) to the **nearest** available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Marshall – when in a community building this is likely to be someone who is not a member of The Aloud Charity staff.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running person. The arrows indicate the direction of the nearest fire exit.
- **Do not** use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Marshall, so that they can account for the people in their designated area.
- **Do not** leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Marshall.

If you discover a fire:

- Operate the nearest fire alarm call point.
- Leave the building quickly and calmly by the nearest fire exit route.
- Call the fire brigade
- **Never** attempt to tackle a fire yourself unless you have been trained in the use of fire extinguishers and feel confident that you can do so without endangering the safety of yourself and others.

## 7. Accidents and work-related ill health

In the event of serious injury or illness, it is the responsibility of staff members to dial 999 and ask for an ambulance.

All accidents and cases of work-related ill health are to be recorded in the **Accident Book**. This is kept in the cupboard next to the entrance door of the office. Accidents that happen on activity sites must be recorded in the site Accident Book.

Any injury suffered by a member of staff, contractor or visitor to our office or activity site, however slight, must be recorded.

Any accident or near miss occurrence (i.e., no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to the employee's line manager and Chief Executive Officer. The Chief Executive Officer has the responsibility to ensure action is taken to avoid

such incidents in the future. Appropriate mitigating actions will be documented on the appropriate risk assessment.

The Chief Executive Officer is responsible for reporting accidents and dangerous occurrences to the [relevant enforcing authority](#). Types of reportable incidents are outlined [here](#).

All staff who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury. For any member of staff who suffers an injury at work which results in them being away from work, or unable to do their normal work, for more than seven consecutive days (including weekends, rest days or holidays) it is important that your line manager is informed. Your line manager must then inform the Chief Executive Officer, who has the responsibility to inform the Health and Safety Executive.

Processes for recording absences are detailed in the Staff Handbook.

## **8. Equipment**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of charity. Any directions for the use of such equipment must be followed.

Defective equipment, furniture and structures must be reported as such without delay to your line manager or to the Chief Executive Officer who has a responsibility to act on this as far as is practically possible.

## **9. Display Screen Equipment**

The Aloud Charity recognises its responsibility to ensure the well-being of staff who habitually use display screen equipment for a significant part of their normal work. Staff are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour.

Our Expenses Policy outlines our approach to subsidising eye tests and glasses for staff.

## **10. VDU and Workstation Use**

- All users of visual display units should ensure that they are seated as comfortably as possible.
- Adjust your chair and VDU to find the most comfortable position for your work. Your arms should be approximately horizontal and your eyes at the same height as the top of the VDU casing.
- Make sure that there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of your legs and knees.
- Do not sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable but avoid repeated stretching movements.
- Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not keying.
- Do not bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and do not over-stretch your fingers. Good keyboard technique is important.
- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Make sure you have enough workspace for your documents and arrange them so that awkward neck movements are avoided.

- Arrange your desk and screen so that bright lights are not reflected in the screen. You should not be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure that the characters on your screen are sharply focused and can be read easily. They should not flicker or move.
- Make sure that there are no layers of dirt, grime or finger marks on your screen. Use the screen's brightness control to suit the lighting conditions of the room.

### **11. Alcohol, Drugs and Tobacco**

It is illegal to smoke / vape in enclosed public spaces. Smoking / vaping is therefore strictly prohibited on all Aloud premises and in any premises that we hire for the delivery of our work. No member of staff should smoke / vape in front of young people in our care.

Alcohol and illegal drugs should not be brought to the workplace and should not be consumed by staff during working hours as this may impair performance and make those in our care more vulnerable. However, it is accepted that there will be events and functions outside of normal office hours where it may be appropriate for staff to consume alcohol where it is available. Staff should, in these circumstances, be mindful that they are still representing the charity and should not consume excessive amounts that may lead to disrepute or failure to deliver an appropriate service the following day.

Under no circumstances should staff with duty of care responsibilities for young people or vulnerable adults consume alcohol or illegal drugs. No staff member should drive or use the charity's equipment if they have taken alcohol or illegal drugs. Any such instances will be dealt with under the disciplinary procedure and may lead to dismissal.

Staff who feel concerned about their own drinking or the drinking of colleagues or any substance misuse, are encouraged to express that concern to an appropriate person within the organisation or external agency. If a member of staff has a problem with alcohol or drugs, it will be treated in the same way as a health problem and the Attendance at Work policy should be followed.

### **12. Data Protection**

Health and safety procedures often require employers to gather "health data", which falls within the special categories of personal data **which requires the individual's express consent to be obtained before such information is processed** under the GDPR. For example, employers could be handling health data when carrying out risk assessments and hazard identifications, accident investigations, equipment checks and other common health-related tasks, such as organising eye and eyesight tests for DSE users.

Health data could also be processed under other health and safety policies, including those related to stress management, violence at work, first aid, safety induction training, infectious diseases and employee wellbeing.

Where special category data is processed by the Company it will be in accordance with its Data Management policy. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of managing training and development. **All information will be kept in strict confidence and will be processed in accordance with the Company's privacy notice.**

### **13. Lone working and Personal Safety**

Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager.

Lone worker is a term that's as equally applicable to desk workers empowered by technology to work from any location as it is to staff 'out in the field'. They include those who:

- work by themselves away from a fixed base
- work on the same premises but out of sight and sound of a colleague
- work outside normal working hours
- work alone but alongside members of the public or in populated locations
- work from home
- travel alone for work purposes
- are left alone for periods of time

Staff and contractors should try to avoid working alone whenever this is possible. However, if the need arises to work alone, then employees need to develop an awareness of the risks and how to minimise these. These will be documented in the associated risk assessment.

The main risks associated with lone working include:

- Sudden illness or accident
- Violence, threats or abuse
- Theft or intruders
- Driving related incidents

Staff should obtain as much information as possible about a person or company prior to making an appointment with them for the first time. Where possible, any meetings in person should be arranged to take place at the Charity's office, a designated office of another organisation or in a public space such as café. No-one should be expected to attend a person's home for a meeting.

If you have a concern about meeting an individual, the following action should be taken:

- Ring back any telephone number you have been given to make sure it's legitimate
- Where the individual is part of a larger company or business, request an alternative number to a mobile phone number, ideally a fixed line number associated with the company or business.
- Request a virtual meeting in the first instance. Most individuals will be happy to have first contact through a technological platform.
- If a meeting takes place in person, inform your colleagues where you are going and when you are expecting to return. Remember to inform them if you are going to run over the original, planned timescale.

If staff are working alone outside of normal office hours, they should inform their line manager of when they are expected to finish and discuss the appropriate actions to be taken linked to the task they are undertaking. This might mean:

- Checking in with their line manager to make sure they have arrived home safely late at night
- Taking appropriate breaks during the work being undertaken
- Making sure their car is parked in a lit, populated area
- Making sure that the main office door is closed so that access is only via key code or key

Associated risk assessments will outline these approaches in more detail for each specific area of work.

Our Policy for the Safeguarding and Protection of Children, Young People and Vulnerable Adults clearly outlines our approach to lone working during our activities.

No-one who works for us will be expected to tolerate violence, threats or abuse during their working hours. If staff are at any time concerned that they are being placed in a dangerous situation through their employment with The Aloud Charity, they must discuss this with their line manager who will refer concerns as appropriate to the Chief Executive Officer for action.

#### **14. Working outside of the office**

Our Agile Working Policy outlines our approach to working in places other than the office. It contains a risk assessment checklist (also an appendix to this policy) that is to be shared with an employee's line manager for use when working from a location other than the charity's office or activity site.

#### **15. Driving in connection with work**

It is all staff's responsibility to make sure that both they and their vehicle are fit to drive.

If driving for work purposes, it is all staff's responsibility to make sure:

- That they have a valid MOT (if required) and Insurance certificate for business use (as outlined in the Expenses Policy)
- That the car is fit to drive e.g., that it has sufficient tread on the tyres, windscreen wash, functioning seatbelts, working lights and indicators etc.
- That any medication they are on, whether prescribed or over the counter, does not affect their ability to drive safely or impair judgement
- That they are fit to drive e.g., that their eyesight, whether corrected or not, meets driving standards; that they are not overly tired; that they have a valid driving licence
- That any equipment being carried is properly secured so as not to impede ability to drive safely
- That, if driving a motorcycle, appropriate clothing and a helmet is worn
- That they take appropriate breaks on longer journeys
- That they allow sufficient time to travel that factors in potential delays and required breaks
- That they have not been told they shouldn't drive by either a medical professional or the DVLA

Under no circumstances should a staff member drive if they are under the influence of alcohol or illegal substances.

Under no circumstances should a staff member use a handheld mobile phone while driving. If they have a hands-free device, it is not recommended that they make work-related calls while driving. A staff member should only make calls when they feel it is safe to do so, using good judgement as to whether they can take responsibility for the content of the call as well as maintaining good and safe driving standards at that time.

#### **16. Pregnancy and Maternity**

Our Pregnancy and Maternity policy outlines our approach to ensuring the safety of staff who are pregnant, on maternity leave or returning from maternity leave.



# Managing Stress and Promoting Well-being

## 1. Statement of Purpose

Promoting the health and well-being of all staff, freelancers and volunteers is of utmost importance to The Aloud Charity. Those who work with us are critical to our success. We recognise the importance of managing stress and promoting well-being for everyone's physical health, mental health, social well-being and productivity.

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Our priority is to ensure we provide the support each individual needs at the time that they need it. We will work to promote mental health across the organisation, establishing and maintaining processes that support and enhance mental health and well-being.

## 2. Context and responsibilities

The Health and Safety Executive defines stress at work as:

“the adverse reaction people have to excessive pressures or other types of demand placed upon them”

This makes an important distinction between **pressure**, which can be a positive state if managed correctly, and excessive pressure causing **stress**, which can be detrimental to health. Stress will affect people in a variety of ways and an individual's tolerance level will change depending on levels of pressure in other areas of life. Our approach to managing stress and promoting well-being will take this into consideration

The Aloud Charity have a duty of care under the Health and Safety at Work Act 1974 to do whatever is reasonably practicable to protect the health, safety, and wellbeing of their employees. Health and safety at work is an integral part of the wellbeing agenda. The Aloud Charity's Health and Safety policy and associated procedures outline our approach and should be considered alongside this policy.

Under the Equality Act 2010, employers have a duty not to discriminate against employees on account of their disability as defined under the Act. This involves making reasonable adjustments to the workplace or to the way the work is done, if the existing working arrangements or physical features place the disabled person concerned at a substantial disadvantage. Ill health arising from, or exacerbated by, stress at work may constitute a disability under the Act.

The Aloud Charity has a legal duty to take reasonable care to ensure that health is not put at risk through excessive and sustained levels of stress arising from the way work is organised, or from the day-to-day demands placed on the team.

All staff, freelancers and volunteers also have an individual responsibility to minimise the risk of any kind of harm to themselves and their colleagues and to co-operate with the charity in its efforts to manage work-related stress and promoting healthy behaviours.

## 3. Our Commitment

The Aloud Charity is committed to creating a supportive work environment and culture for everyone who works with us. Our focus will be on the promotion of positive mental and physical well-being as well as the elimination of discrimination and stigma.

## **4. Roles and Responsibilities**

### **4.1 The Aloud Charity**

As an organisation, our aspiration is to be an exemplar for wellbeing, where our staff are supported to ensure that their experience of work enables them to be healthier, happier in work, and able to do their best job. We will foster a culture where our focus is on the creation of a positive, flexible and sustainable work environment.

We will do this by:

- Fostering a collaborative and supportive environment
- Ensuring good communications with teams and between teams
- Involving staff in decision making, particularly where this affects individual roles and responsibilities
- Ensuring adequate preparation for new roles and responsibilities through induction and training
- Ensuring all those who work for us have a clearly defined role within the organisation and a sense of control over the way their work is organised
- Enabling staff to report excessive workloads, interpersonal pressures and symptoms of stress without fear of discrimination
- Recognising early signs of stress in employees and taking action to provide appropriate intervention
- Supporting staff in recovering from stress-related illnesses and managing the return to work after any period of sick leave so that stress does not recur
- Supporting staff returning to work after a period of absence to minimise potential for stress, supporting a phased return as appropriate
- Monitoring sickness absences
- Consider flexible working requests in line with the Flexible Working policy
- Treating all staff fairly by consistently adopting the policies and procedures outlined in the Staff Handbook
- Treat all matters relating to individual employees and their mental health illness in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned, unless the individual concerned is deemed to be a risk either to themselves or to other people. If there is a conflict between these two statements, then the safety of the individual and/or the safety of others must take precedence over confidentiality
- Not tolerating discrimination, bullying and harassment
- Undertaking routine staff surveys that capture patterns of stress and areas of concern
- Communicating changes being made to policy, process or activities
- Providing time off for medical and counselling appointments as necessary
- Providing access to drinking water and a fridge for people to store their lunch in office spaces
- Ensuring there are spaces away from the workspace to take breaks

### **4.2 Managers**

Managers have a key role in demonstrating and promoting the importance of the health and wellbeing of the team they lead.

They will do this by:

- Fostering a safe and supportive environment
- Holding regular 1-1 meetings with staff members with opportunities to discuss individual well-being

- Holding regular team meetings
- Being proactive to discuss any issues at an early stage
- Holding return to work interviews after any period of sickness
- Dealing sensitively with individual's needs
- Being non-judgemental
- Not tolerating discrimination, bullying and harassment
- Identifying individual training needs and supporting ways to fulfil these
- Giving praise when work has been done well
- Being open and honest with individuals when work has not been completed satisfactorily, providing support to improve future performance
- Managing performance fairly and in line with policies and procedures outlined in the Staff Handbook
- Making reasonable adjustments as necessary to support individuals to be able to effectively carry out their work or return to work following a period of absence
- Monitoring workload and working hours
- Making sure that staff who are entitled to annual leave are booking this
- Adopting a flexible approach to work to support individuals to meet both work and personal needs
- Offering support to those who are experiencing periods of stress outside of work
- Utilise as appropriate the Health and Safety Executive's [Talking Toolkit](#) to open up conversations about stress and support action to be taken to prevent stress from occurring or re-occurring

### 4.3 Individuals

Everyone who works with The Aloud Charity has a duty of care to both themselves and their colleagues to mitigate potential causes of stress and be proactive about their own and others' well-being.

We expect everyone who works for The Aloud Charity to commit to:

- Being kind to yourself and others
- Not tolerating discrimination, bullying or harassment
- Reporting issues of discrimination, bullying or harassment to line managers for action to be taken
- Attending planned individual and team meetings
- Attending training provided or paid for by The Aloud Charity
- Being open and honest with line managers about illness or potential sources of stress or conflict whether these are inside or outside of work
- Being open to learning when mistakes have been made
- Remaining familiar with current policies and procedures
- Be supportive of colleagues going through difficult times or returning to work after a period of absence
- Taking regular breaks
- Booking annual leave, where applicable
- Maintaining a healthy work / life balance
- Seeking medical support / advice as appropriate
- Understanding the importance of physical activity, healthy eating and drinking water
- Understanding the impact of our behaviour on others
- Following the [5 steps to mental wellbeing](#)

## **5. Stress and formal processes**

If individuals are involved in a formal process at work, like a grievance or disciplinary, we know that this can be stressful. We also recognise that getting the matter resolved can help ease any stress. So, we'll try to help by progressing things as quickly as possible, in line with the processes of The Aloud Charity.

## **6. Other policies and procedures that support stress prevention and the promotion of well-being**

Health and Safety

Your attendance at Work

Hours of Work

Agile Working

Flexible Working

Standards of Performance and Behaviour at Work

Whistleblowing

Dignity at Work

Diversity and Inclusion

Disciplinary and Grievance

Expenses

## **Appendix 1 - Other support available**

Please note that this is not an exhaustive list and are those organisations listed below are not endorsed by The Aloud Charity. We recommend staff speak to their GP to assist them to find the most relevant support mechanism as appropriate.

### **C.A.L.L – Mental Health Helpline for Wales**

Telephone: 0800 132 737 (open 24 hours)

[www.callhelpline.org.uk](http://www.callhelpline.org.uk)

### **Hafal**

<http://www.hafal.org>

### **MIND**

[www.mind.org.uk](http://www.mind.org.uk)

### **Cruse Bereavement Care**

[www.cruse.org.uk](http://www.cruse.org.uk)

### **Samaritans**

24/7 helpline number: 116 123

[www.samaritans.org](http://www.samaritans.org)

### **Stress Management Society**

[The Stress Management Society - From Distress to De-Stress](http://www.stressmanagement.org.uk)

**Stress busting – everything you need to know about the symptoms, causes and treatments for stress**

[Stress Causes, Symptoms and Treatments | Stressbusting](http://www.stressbusting.org.uk)

### **British Association for Counselling and Psychotherapy**

[www.bacp.co.uk](http://www.bacp.co.uk)

### **Miscarriage Association**

[www.miscarriageassociation.org.uk](http://www.miscarriageassociation.org.uk)

### **Sands – Stillbirth and Neonatal death charity**

[Sands | Stillbirth and neonatal death charity](http://www.sands.org.uk)

### **Macmillan Cancer Support**

[Emotional, financial and physical help for people with cancer - Macmillan Cancer Support](http://www.macmillan.org.uk)

### **Citizens Advice**

<https://www.citizensadvice.org.uk/wales/>

### **Alcohol support**

[Alcohol support - NHS \(www.nhs.uk\)](http://www.nhs.uk)

**Support to stop smoking**

[Quit smoking - Better Health - NHS \(www.nhs.uk\)](https://www.nhs.uk)

**Support for eating disorders**

[Help & Support | National Eating Disorders Association](https://www.nationaleatingdisorders.org)

**Alzheimer and Dementia support**

[Get support | Alzheimer's Society \(alzheimers.org.uk\)](https://www.alzheimers.org.uk)

**Housing support**

[Shelter Cymru - Home is everything](https://www.shelter.org.uk)

## Appendix 2 - Risk assessment checklist for working outside the office environment

Name:

Work location:

The completion of this checklist will enable you to carry out a self-assessment of the safety of your work area when working agilely. Having completed this you will need to discuss the findings with your line manager.

		Employee answers	Manager's comments/details
1.	Do you have adequate space in which you can work?	Yes / no	
2.	Is the IT equipment and company documentation secure?	Yes / no	
3.	Is there room for a laptop computer to fit comfortably on a desk or table?	Yes / no	
4.	Is there enough room for a computer user's chair to fit comfortably?	Yes / no	
5.	Once all required equipment is in place is there sufficient room to move about comfortably in the room?	Yes / no	
6.	Is there a problem with trailing cables? e.g. trip hazard	Yes / no	
7.	If so, would the provision of cable protectors reduce the risk of trailing cables to an acceptable level?	Yes / no	
8.	Is there sufficient heating, lighting and ventilation for your own comfort and well-being?	Yes / no	
9.	What means of communication have you got in an emergency?		
10.	Are there other people around who can summon assistance if necessary?	Yes / no	
11.	Are you able to store away your work equipment and	Yes / no	

	materials securely when not in use?		
12.	Are you able to position your laptop in such a way that you can eliminate glare and reflections on your screen?	Yes / no	
13.	Do you anticipate that there will be noise and distractions when you are working?	Yes / no	
14.	Are there sufficient sockets for the computer and other equipment?	Yes / no	
15.	Is there smoke detection equipment?	Yes / no	
16.	Is there an easy evacuation route in case of fire?	Yes / no	

This checklist has been completed to the best of my knowledge and as accurately as possible.

Signed: \_\_\_\_\_ date: \_\_\_\_\_  
(employee)

Signed: \_\_\_\_\_ date: \_\_\_\_\_  
(line manager)