Health & Safety Update

As usual, during Quarter 4, we have been managing our health and safety obligations with support from The AP Partnership. While our Finance & Resources Manager has been on long-term sick leave, these obligations have been managed between the Chief Executive and the Interim Governance, Operations & Signposting Manager.

We no longer have an annual, in-person Health & Safety Audit as we have let our office at Kings Court go, opting now for a 'virtual office' instead. We received AP's annually updated Health & Safety Policy in February which has now been reviewed and our own Policy updated accordingly. All staff are being asked to reread the policy alongside a manual handling 'toolbox' which all staff need to sign as a declaration of understanding each year.

During the March Team Meeting, all staff have also been asked to complete a Display Screen Equipment Self-Assessment; all forms are expected back by the end of this month. Once we receive these, we will be looking to act on any concerns raised via those forms as soon as possible.

In addition, staff are being asked to share their current car insurance certificates (including business cover), as well as confirm that they have current clean driving licenses and valid MOTs – this is to be completed by the end of March as well.

Similarly, Board Members have been contacted to confirm in writing that they have the necessary level of car insurance, as well as a current clean driving license and valid MOT for their car.

If all of the above is completed and updated on an annual basis, we will be meeting our health and safety obligations under the law. As such, we hope that this update provides reassurance to the Board that we are in a good position regarding this matter.

What we are asking Board to do

Board is asked to note the update, and raise any concerns, questions or reflections with the staff team to address.