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SUICIDE PREVENTION UK

Suicide Prevention UK

Health and Safety Policy

2024

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Purpose

All organisations have a responsibility to ensure the health and safety of their employees, volunteers and other staff, service users, visitors, and the general public.

This policy document sets out our approach to health and safety and how we manage health and safety risks within our organisation.

Suicide Prevention UK takes health and safety extremely seriously and promotes safe working practices in all areas of the organisation, recognising and accepting its responsibilities under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) including the responsibility to:

- Provide and maintain a safe and healthy place of work with adequate welfare facilities.
- Provide adequate information, instruction, training, and supervision.
- Ensure risk assessments are produced for work activities.
- Provide safe systems of work both inside and outside of the primary workplace.
- Ensure safe access to and from the places of work.
- Monitor performance to further reduce accidents and work-related ill-health.
- To consult with our employees and staff on matters of health and safety.

Scope

This policy applies to all individuals who work for or on behalf of Suicide Prevention UK, including employees, volunteers, self-employed subcontractors, and Trustees. These individuals are referred to collectively as 'staff' or 'staff members' throughout this policy.

Where indicated, this policy also applies to contractors completing work for Suicide Prevention UK, visitors, and any person affected by our work, including our service users, suppliers, and members of the public.

Our Values

Our core values are:

- To take our health and safety responsibilities seriously and foster a culture where health and safety is seen as a positive and not a negative.
- To appoint a competent person to manage health and safety to enable the organisation to discharge its duties.
- To provide adequate control of the health and safety risks arising from our activities.
- To develop and implement safe systems of work and maintain safe and healthy working conditions.
- To provide adequate welfare facilities to all staff.
- To consult our staff and all stakeholders on matters affecting their health and safety.
- To ensure all people working for or on behalf of us are competent to fulfil their roles and complete their tasks in relation to health and safety competently.
- To provide and maintain organisation-owned or rented premises and equipment or ensure that these are appropriately maintained by the owner/landlord.
- To provide information, instruction, and supervision to staff and stakeholders.
- To report, where required, work-related incidents and accidents and seek to reduce the risk of recurrence.
- To review and revise this policy as necessary at regular intervals.
- To fall in line with all statutory regulations.

Responsibilities

Trustees

The Suicide Prevention UK Trustees will:

- Ensure that Suicide Prevention UK is compliant with the requirements of the UK Health and Safety legislation, including all regulations that apply to the running of an organisation such as ours.
- Take reasonable steps to familiarise themselves with the hazards and risks associated with the organisation's functions and the precautions needed to eliminate or control those risks.
- Ensure that the necessary policies, risk assessments, and addendums related to the management of health and safety are produced by a competent person to a high standard and reviewed annually or as necessary.
- Work with management and supervisors to minimise risk within the organisation to an acceptable level.
- Ensure that our main workplace is safe and healthy.
- Ensure that adequate provision is made for welfare facilities and first aid.
- Ensure adequate funds and facilities are available for the management of health and safety.
- Ensure the safety performance of the organisation is monitored and take action to remedy any identified deficiencies.
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Managers

The managers (including the Founder, who is also the CEO and a Trustee) will:

- Work with the Board of Trustees and help them in the discharging of their duties.
- Take reasonable steps to familiarise themselves with the hazards and risks associated with their departmental/team functions and the precautions needed to eliminate or control those risks.
- Ensure that all persons working within their department/team are suitably trained and adequately supervised.

- Ensure that all staff working within their department/team fulfil the health and safety responsibilities allocated to them.
- Work with staff by gathering regular feedback on all health and safety matters and acting where necessary.
- Ensure that incidents, accidents, and near misses are recorded and investigated promptly and reported to the authorities (and Board of Trustees) promptly, with actions arising and lessons learnt implemented, reviewed, and communicated to staff where appropriate.
- Reprimand staff for failing to discharge their health and safety responsibilities.
- Before entrusting work tasks to contractors and/or subcontractors, consider their capabilities regarding health and safety and ensure that suitable risk assessments are carried out for hazardous activities.

Staff Members (Including Volunteers)

All staff will:

- Take responsibility for their own health and safety and that of others who may be affected by their acts or omissions.
- Cooperate with the Trustees, management and co-workers to assist in the discharging of their duties in consultation and by providing meaningful input into the design and review of safety procedures and risk assessments.
- Read and abide by this policy and any information provided relating to health and safety.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Guide new recruits and/or others where required to promote safety within the organisation.
- Report to the organisation any situation where they or a fellow staff member are not competent to carry out their duties or are acting dangerously.
- Immediately report health and safety breaches or any incident and/or accident occurring at work to their manager or a Trustee in their absence.

Workplaces

(The Workplace (Health, Safety and Welfare) Regulations 1992)

Staff may either work from our main office, their homes, third-party sites or a combination of the above.

The Main Office

Suicide Prevention UK will ensure that our primary workplace meets the health, safety and welfare needs of all those who will use them and are fit for purpose.

The office is maintained to a high standard and cleaned regularly.

Suicide Prevention UK will ensure that:

- The external and internal structures of the buildings are in a good state of repair.
- There are adequate welfare facilities at the main office.
- The premises are regularly risk-assessed.
- The premises are surveyed for asbestos, and where asbestos cannot be removed from our premises, it is enclosed to prevent further damage and exposure.
- Legionella Risk Assessments are completed, with action being taken as necessary.
- The gas and electrical installations are serviced in line with statutory requirements.
- Waste is stored in a safe place and is regularly collected.
- Temperatures in the workplaces are appropriate.
- There is sufficient space, ventilation, and lighting.
- Organisation-owned fixtures and fittings are well maintained.
- There are adequate welfare facilities.
- Action is taken during the winter months to ensure that access and egress routes are safe.
- Issues with the internal or external sites are reported, and appropriate action is taken.

Please note that whilst some of these responsibilities lie with the landlord, Suicide Prevention UK will cooperate and liaise with responsible persons with regard to any necessary assessment/inspections/testing and/or servicing/remedial work.

Third-Party Venues

Third-party, privately owned or rented spaces and the premises of other organisations are spaces over which Suicide Prevention UK has little to no control. However, staff should be aware of their surroundings and are not expected to endanger themselves whilst working for or on behalf of the Charity.

Staff must immediately report any unsafe or unsatisfactory third-party sites to their manager or a Trustee in their absence, who will advise as to how to proceed. Where deemed unsafe, the work planned at that location will not go ahead until the concerns/hazards have been addressed.

Working From Home

Staff homes are spaces that the Charity has little to no control over. However, in the interests of protecting the health and safety of our staff, we recommend that their working environment is well maintained, clean, and safe.

- Staff should ensure that their work equipment is suitable and well-maintained. Any faults should be reported immediately to their manager/supervisor.
- Workstations should be set up to reduce the risk of occupational disease (see Working with a VDU or DSE section below).
- Due to the nature of our working-from-home arrangements, the first aid needs for this type of work are assessed as being low risk, and therefore, a domestic first aid kit is satisfactory.
- Staff with a disability should inform Suicide Prevention UK if they require a reasonable adjustment to allow them to work safely from home.
- As lone workers, Suicide Prevention UK will keep in regular contact with staff working from home. These contacts will monitor but are not limited to assessing and managing the risks of the role, including the need to work alone, stress, and occupational health, assessing whether health and safety management is considered adequate in the staff member's view, and providing ongoing support and training.

Health and Safety Law Poster

A Health and Safety Law poster will be displayed at the main Suicide Prevention UK centres.

Insurance

Suicide Prevention UK will hold the appropriate level of employers, motor and, where required, public liability insurance.

Health and Safety Risks

Risk assessments are extremely important as they form an integral part of an occupational health and safety management plan as they help to:

- Create awareness of hazards and risks.
- Identify who may be at risk and how they may be harmed.
- Prioritise hazards and control measures.
- Determine whether existing control measures are adequate or if more should be done.
- Prevent injuries or illnesses, especially when considered at the design or planning stage.

Suicide Prevention UK Risk Assessments will:

- Be undertaken for all potentially hazardous activities carried out on or off the main premises, both routine and non-routine.
- Specifically consider (where appropriate) people who might reasonably be affected by our activities (for example, individuals who are under 18 years of age, are pregnant, or have a disability).
- Be completed by competent persons with the relevant experience and knowledge to complete them.

The Founder and CEO will ensure that all necessary risk assessments take place and that all resulting control measures are implemented. Trustees and management will assist with risk assessment.

Staff will be consulted in the production of risk assessments, and all findings will be made available to them for review.

Health and safety risks that cannot be adequately controlled and any other significant findings will be reported regularly to Trustees.

Should further specialist advice be required, this may be obtained by the Trustees from expert individuals or bodies outside of the organisation.

Assessments will be reviewed every six months or when the work activity changes, whichever is the soonest.

For more information on risk assessment, visit <https://www.hse.gov.uk/simple-health-safety/risk/>

Consultation

Suicide Prevention UK will consult with staff members on matters that affect their health and safety.

During any consultation, the information provided will be in a form that can be easily understood.

Suicide Prevention UK will allow adequate time for staff to consider the issues and give informed responses, and staff will be encouraged to ask questions, raise concerns, and make recommendations.

Suicide Prevention UK will take staff members' views into account before a final decision is made, respond to any concerns and questions raised, and explain the final decision and why it has been made.

Safe Equipment

The Trustees will have overall responsibility for:

- Ensuring that all work equipment, including PPE, is provided to staff where necessary.
- Ensuring that new equipment meets health and safety standards before it is purchased.
- Identifying all equipment requiring maintenance.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all identified maintenance is implemented.
- Ensuring that staff and service users are trained in the safe use of work and other equipment used during activities.
- Ensuring that hazardous work equipment is stored safely.

Managers should carry out periodic equipment inspections to identify issues at an early stage and must ensure that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take.

Staff should ensure that work equipment is used correctly and try their best to protect work equipment from damage.

Any problems found with work equipment should be reported immediately to a member of the management team or Trustees in their absence.

COSHH

(Control of Substances Hazardous to Health Regulations 2002)

Suicide Prevention UK acknowledges our duty under the law to control substances that are hazardous to health in the workplace.

Whilst the use of hazardous substances is limited to housekeeping using standard cleaning substances and the provision of first aid using sterile wipes, Suicide Prevention UK will:

- Understand which substances are hazardous to health.
- Ensure that they are stored safely and securely.
- Train staff in the safe use of those substances.
- Provide the necessary PPE.
- Follow manufacturer guidance and best practice to protect others during their use.

For further information on COSHH, visit <https://www.hse.gov.uk/coshh/>

Slips and Trips

All staff members are responsible for identifying slip and trip hazards and taking steps to eliminate or reduce the risk. This may be as simple as wiping up spilt liquid or ensuring that boxes or other obstructions are not left in corridors or walkways.

Slip and trip hazards within the main office that cannot be easily eliminated or reduced must be immediately reported to a manager or Trustee in their absence. The area should then be cordoned off until maintenance can take place.

Where a slip or trip has occurred, it must be recorded and reported in the Accident Book, no matter whether any injury is obvious.

Staff members working in areas where manual work is undertaken and/or there is a moderate risk of a slip or trip should wear suitable footwear.

For more information on slips and trips, visit <https://www.hse.gov.uk/slips/>

Safe Use of VDU Equipment

(Health and Safety (Display Screen Equipment) Regulations 1992) (as amended in 2002)

Working at a workstation, in a confined space or in front of a screen puts staff at risk of eye strain, muscular-skeletal problems and fatigue.

- All laptop/PC users are entitled to be provided with a laptop stand or workstation area, keyboard and mouse as standard provision.
- Staff will be encouraged to carry out workstation self-assessments to identify potential difficulties at their workstation. Where necessary, a full assessment will be undertaken.
- Staff with disabilities will be provided with specialist equipment where identified in a workstation assessment.
- The HSE recommend the following, which staff, managers and those setting up workstations should be aware of:
 - Forearms should be approximately horizontal, and the user's eyes should be the same height as the top of the screen.
 - There should be enough workspace to accommodate all documents or other equipment.
 - Arrange the desk and screen to avoid glare or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
 - Make sure there is space under the desk for the user to move their legs.
 - Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.
 - It may be necessary to provide short breaks (every 60 minutes) to relieve eye strain or repetitive strain injury if it is essential that staff spend some of their working days using a display screen.
- DSE users are expected to also follow the above health and safety practices when using DSE in their homes.
- Employees using a DSE for the majority of their working day are entitled to an eye test paid for by the employer and may be entitled to the cost of glasses should they be needed specifically for VDU use.

For further information on VDU use, visit: <https://www.hse.gov.uk/msd/dse/>

Manual Handling

(Manual Handling - Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.)

Manual handling causes over a third of all workplace injuries, including musculoskeletal disorders such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

Manual handling means transporting or supporting a load (any object) by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying, or moving loads.

Injuries can result from a single lift, but more commonly, long-term injury develops as a result of repeated minor injuries due to repetitive lifting.

Suicide Prevention UK will:

- Make a suitable and sufficient assessment of the risk of injury from any potentially hazardous manual handling operations that cannot be avoided. This assessment will consider the task, the load, the working environment and individual capability.
- Reduce the risk of injury from those operations as far as is reasonably practicable.
- Train staff in moving and handling and the safe use of specialist equipment.
- Ensure that lifting, moving, and handling equipment is safe and well maintained.

Staff members must:

- Take reasonable care when lifting, moving, and handling.
- Follow the guidance, instructions, and procedures provided to them.
- Consult with management if they consider a manual handling task hazardous and if those hazards are inadequately controlled.

For further information on manual handling, visit <https://www.hse.gov.uk/msd/manual-handling/index.htm> or download the leaflet at [Manual handling at work](#).

Working at Height

(The Work at Height Regulations 2005.)

Working at height remains one of the biggest causes of fatalities and major injuries. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. This could be as simple as falling off a stool when changing a lightbulb or as serious as falling from a bridge when assisting someone who is threatening to jump.

Where work at height is indicated, Suicide Prevention UK will:

- Complete a risk assessment (considering the height, duration, frequency and condition of the surface being worked from).
- Avoid work at height where it is reasonably practicable to do so.
- Where it cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Where risk cannot be eliminated, minimise the distance and consequences of a fall by using the right type of equipment.

Staff must:

- Not work at height unless properly trained and supervised.
- Use the required safety equipment.
- Do as much work as possible from the ground and/or a safe place.
- Not overload themselves or their ladders or overreach.
- Take precautions when working on or near fragile or slippery surfaces.
- Use ladders safely (not use them for strenuous or heavy tasks and only use them for light work of short duration (a maximum of 30 minutes at a time)).
- Consider falling objects (they might harm those below).

Management will ensure that equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

For more information on working at height, see the HSE guidance at <https://www.hse.gov.uk/work-at-height/introduction.htm>.

Personal Protective Equipment (PPE)

Where a risk assessment indicates the need for PPE, we will provide it to staff members.

PPE includes but is not limited to:

- High visibility vests for patrol teams.

Protective equipment must always be used where required, regardless of individual views on risk.

If the PPE required for a task is not available for use, the staff member should contact their manager and not start the task until the correct PPE is available.

Drugs and Alcohol

Suicide Prevention UK has a zero-tolerance policy on the use of or possession of controlled substances.

Being under the influence can affect health, work performance and safety and therefore, staff members should never be under the influence of mind-altering drugs during working hours. Nor should staff be in possession of illegal drugs at work or when volunteering.

Any staff member suspected of being under the influence of controlled substances will be questioned and removed from their area of work and may be subject to disciplinary action or severance of contract/volunteer agreement.

Staff taking any form of medication (prescribed or over the counter) are responsible for the following:

- Asking their GP or pharmacist about the effects any medication may have on their ability to work and undertake their specific duties safely; and
- Informing Suicide Prevention UK management if there is a risk of adverse effects that may compromise their safety and/or the safety of others.

Fire Safety

(The Regulatory Reform (Fire Safety) Order 2005)

- Emergency evacuation procedures (i.e. fire/bomb alerts) will be displayed in each office.
- All staff will be required to familiarise themselves with the office evacuation arrangements.
- Emergency evacuation drills for fire and bomb alerts will be held at each premises at least annually. Staff must comply with emergency evacuation procedures when drills occur.
- The Responsible Person will carry out a fire safety risk assessment. This document will be reviewed regularly and placed in the Health and safety file.
- A Fire Marshal (provided by the building landlord) should be on-site at all times where the building is occupied and will assist with emergency evacuations and manage all communication with the fire brigade as necessary.
- Adequate fire fighting equipment will be available and, in line with statutory requirements, will be inspected monthly and serviced annually.
- Emergency lighting will be tested monthly.
- Fire alarms will be tested weekly, and confirmation will be recorded in a Fire Safety log book.
- Fire alarms will be serviced in line with statutory requirements.
- Fire doors must not be kept open, and gangways and fire exits must not be obstructed. It is the responsibility of all staff to ensure that this is adhered to and the Trustees to ensure that spot checks are undertaken.
- Combustible materials must not be stored adjacent to heaters, in secluded areas, nor be allowed to accumulate in gangways, corridors, etc.
- All waste bins will be emptied daily or when they become $\frac{3}{4}$ full.
- Candles, cigarettes and other items which are 'lit' are not to be used in the building.
- Fire Door and Emergency Exit notices will be displayed in line with regulations.
- When working at third-party sites, staff must familiarise themselves with the local emergency procedures.

First Aid

- All staff will be trained in First Aid.
- One First Aid Box is available at the main office.
- Each vehicle being used for Charity Business will also carry a First Aid Box.
- First Aiders will be responsible for the ongoing replenishment of first aid boxes in line with the prescribed contents.
- The whereabouts of first aid boxes within the premises will be included in staff induction procedures.
- The names of qualified (office-based) First Aiders and the location of the First Aid Box will also be prominently displayed on notice boards.
- Unless impractical, staff should always seek the assistance of a qualified First Aider to administer first aid.

Electrical Safety

- All Charity-owned portable devices will be regularly PAT tested.
- All devices failing the testing will be serviced or safely disposed of.
- Copies of all PAT testing certifications will be retained for future reference.
- Suicide Prevention UK will secure copies of any certification following the inspection of fixed wiring and/or electrical installations (which will be carried out every 5 years by a competent person).
- Only authorised, electrically competent persons may fit a plug or connector or carry out any repairs to any portable appliance or item of electrical equipment.
- All staff should advise their manager or a Trustee in their absence where they suspect that electrical equipment or electrical installations (plug sockets, light switches, etc.) may be in an unsafe condition.
- Staff should switch off electrical equipment when not in use and at the end of the day, except where continuous processes are involved.

New and Expectant Mothers

Suicide Prevention UK recognises its obligations to take particular account of hazards to new and expectant mothers when assessing the risks involved at work. (The term 'new or expectant mother' is taken to mean a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding). Hazards are taken to include those to the unborn child or child of a woman who is still breastfeeding, along with the risks to the mother.

So that we can protect the health and safety of both the mother and the unborn child, staff members and self-employed workers should inform their manager as soon as they know that they are pregnant.

Risk assessments for both new and expectant mothers will be kept under review due to variations in risks at various stages of pregnancy and because of different hazards which must be considered for workers who are breastfeeding.

When a risk assessment reveals that there is a substance or work process which could affect the health or safety of new or expectant mothers or their babies, we will inform them of the potential risks. Information about any relevant control measures the organisation intends to introduce will also be given to the individual affected and their representatives.

Following a risk assessment and/or identification of risk, all reasonable action will be taken immediately to eliminate or sufficiently reduce this risk. If it is not possible to eliminate or adequately control the risk, we may take the following action to minimise any risk to the mother and baby:

- Temporarily adjust the working activities, conditions, or hours; and/or
- Offer suitable alternative work which does not present a hazard (if practicable); or
- Suspend the individual from work or suspend their volunteering tenure for as long as necessary to protect them and their unborn baby/baby.

We also recognise our obligation to provide suitable facilities for workers who are pregnant or breastfeeding to rest.

Lone Workers

Please see our Lone Working Policy.

Supervision and Training

Suicide Prevention UK will ensure that its staff are trained and competent to undertake their duties.

All staff will receive training in safeguarding, health and safety best practices (as per this policy and associated documents, handbooks, guidance, etc.), emergency procedures, and first aid, with refresher courses conducted regularly.

New recruits are appropriately supervised during their induction period and are provided with ongoing training and supervision as required.

All training records will be recorded and stored securely in a central system and will be reviewed regularly to ensure compliance.

Hazard and Information Signage

Staff and all visitors to the site are required to pay attention to and follow the directions of all hazard and information signs. If unsure what they mean, consult with someone who can help.

Young Workers

Under the Management of Health and Safety at Work Regulations 1999, we have a responsibility to ensure that young people working for us are not exposed to risk due to:

- Lack of experience.
- Being unaware of existing or potential risks.
- Lack of maturity.

We will consider the following when offering work placements to young people:

- The physical, mental, biological and chemical hazards they will be exposed to.
- How they will handle work equipment.
- How the work and processes are organised.
- The extent of health and safety training needed.
- If the work required is beyond their physical or psychological capacity.
- If the work involves harmful exposure to toxic substances.
- The risk of accidents that cannot reasonably be recognised or avoided by young people.
- If they require close supervision.

Contractor and Subcontractor Health and Safety

We have a legal obligation to ensure that all self-employed contractors and/or subcontractors are competent and suitable to work in their roles.

To ensure this, we will:

- Only ever use contractors and subcontractors with the relevant qualifications, skills, and, where applicable, professional accreditation(s).
- Provide a copy of our Health and Safety Policy and related documents for review by the contractors and/or subcontractors.
- Request a copy of the contractor and/or subcontractor certificates of public liability and other insurance (as appropriate).
- Monitor contractors and subcontractors to ensure that they meet the standards required of them.

All contractors and subcontractors must abide by our health and safety policy, procedures and any other related documents and information provided to them.

Incident and Accident Reporting and Recording

Incidents are any event or circumstance which could foreseeably have resulted in unnecessary damage, loss, or harm and include:

- Near misses, which are defined as an event that does not cause harm but has the potential to cause injury or ill-health, including dangerous occurrences; and
- Undesired circumstances are defined as a set of conditions or circumstances that have the potential to cause injury or ill health, e.g., staff using a chair instead of a ladder.

Dangerous occurrences are several specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Accidents are any events that result in injury or ill health.

It is the responsibility of staff to ensure that all accidents (including cases of work-related ill-health), incidents (including near misses), and dangerous occurrences, however trivial they may appear, are reported immediately to the Founder and CEO or another Trustee in their absence.

Details of all incidents and accidents must also be entered into the on-site Accident Book and on an Accident/Incident Reporting Form (Appendix A) as soon as possible and within 24 hours.

It is the responsibility of the Founder and CEO, with assistance from management where necessary, to investigate the circumstances of each accident, incident, or dangerous occurrence and to take appropriate action to try to prevent or minimise the recurrence.

The investigations should identify the following:

- A factual chronology of the event.
- The root cause of the incident or accident, whether it was due to human error, procedural failure, equipment failure, negligence, malicious actions, etc.
- An assessment of whether any actions taken were in line with internal policy and procedure, and/or best practice, and/or the authorities' requirements.
- Whether Suicide Prevention UK could have reasonably foreseen and/or prevented the incident or accident.

The response to an incident must be proportionate to the severity of impact or harm.

All incident and accident action plans and any subsequent risk assessments must be submitted to the Board of Trustees for review before being communicated to staff via the most appropriate communication methods available.

Reportable accidents, diseases and dangerous occurrences, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), will be reported to the HSE by the Founder and CEO or another Trustee in their absence.

A six-monthly review of all incidents and accidents in that period will be undertaken to assist in identifying problem areas where health and safety policy or procedure requires amendment.

All information collected, including information collected during investigations, must be stored securely for up to seven years and must, along with any further investigative material and risk assessments, be made available for inspection by the Health and Safety Executive.

Non-Compliance

Failure to comply with our health and safety policy, procedures, and processes is a serious matter, and individuals will be appropriately sanctioned for breaches.

Monitoring

This policy is owned and maintained by the Trustees and will be reviewed annually or more frequently as necessary to ensure that we remain compliant.

Monitoring aims primarily at the prevention of accidents, ill-health, and other forms of incident that present any potential loss of opportunity to Suicide Prevention UK and its stakeholders.

Active monitoring techniques include safety tours, safety inspections, and safety audits, which are used to ensure that hazards are identified so that safe systems of work are implemented.

Reactive monitoring techniques include accident, incident, and dangerous occurrence investigations and subsequent reviews of how such occurrences were managed, learning from experience where appropriate.

Monitoring may also include reviewing our standards and statistical data against regional and national standards.

Policy Date: October 2020

Review Date: April 2024

Next Review: April 2025

Dated and Signed by the Chair and Founder of Suicide Prevention UK:

Appendix A: Accident/Incident Reporting Form

Date and Time of Incident/Accident/Dangerous Occurrence	
Date and Time of Recording Incident/Accident/Dangerous Occurrence	
Location of Incident/Accident/Dangerous Occurrence	
Person Completing the Reporting Form (Name, Job Title, and Contact Details)	
Witnesses (Names, Designations, and Contact Details)	
What Happened? Describe the incident/ Accident/Dangerous Occurrence and who was and or could have been affected.	
What Immediate Action Was Taken?	

TO BE COMPLETED BY THE FOUNDER DURING/AFTER AN INVESTIGATION:

What happened?

What was the root cause?

What could we have done to prevent it (if applicable)?

Is the incident/accident reportable under RIDDOR?

What, if any, actions are required to prevent this from recurring?

Incident Graded: LOW, MEDIUM, HIGH

Incident	Near Miss	Dangerous Occurrence	Accident: Minor Injury	Accident: Moderate Injury	Accident: Serious Injury
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Incident Reported to Trustees (Date and Time):

Incident Reported to an external body (Date and Time if applicable):

Name and Contact Details of anyone who should be notified of actions:

Signed Founder and CEO:

Print Name: Michael Everett

Date:

Additional Information (Include the date of investigations planned and reviewed):