

# OPA Cancer Charity – Health and Safety Policy

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Policy Review Date: 2 January 2025


Next Review Due: 2 January 2027

Approved By: Maggie Robinson – OPA Manager

## 1. Statement of Intent

OPA Cancer Charity is committed to ensuring, as far as reasonably practicable, the health, safety, and wellbeing of our employees, volunteers, service users, and visitors. We aim to provide safe working conditions and appropriate systems of work in compliance with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

We will regularly review this policy to ensure its continued relevance and effectiveness.

Signed:   
Maggie Robinson  
OPA Manager  
2<sup>nd</sup> January 2025

## 2. Responsibilities for Health and Safety

### Trustees and Management

- Ensure this policy is implemented and reviewed regularly.
- Provide adequate resources to meet health and safety commitments.
- Promote a positive culture of health, safety, and wellbeing.

### Employees and Volunteers

- Take reasonable care of their own health and safety and that of others.
- Cooperate with the charity on health and safety matters.
- Report accidents, near misses, or hazards to a manager or designated contact.

### Health and Safety Lead (if designated)

- Maintain the health and safety policy and risk assessments.
- Conduct regular checks and risk assessments, particularly for office safety and

events.

- Ensure incidents are recorded and investigated appropriately.

### **3. Arrangements for Health and Safety**

#### **Risk Assessments**

Risk assessments will be carried out for office premises, charity events, fundraising activities, and any services involving direct contact with service users.

Assessments will be reviewed annually or following any significant change.

#### **First Aid**

A first aid kit is maintained in the office. At least one trained first aider will be available during events and on-site activities.

#### **Fire Safety**

Fire exits are clearly marked and kept clear. Fire evacuation procedures are in place and reviewed regularly. Fire extinguishers are checked annually.

#### **Display Screen Equipment (DSE)**

Office staff and volunteers using screens will have access to DSE assessments and appropriate equipment (e.g., chairs, monitors).

#### **Training**

Staff and volunteers will receive health and safety induction training. Specific training (e.g., manual handling, safeguarding, first aid) will be provided as necessary.

#### **Incident Reporting**

All incidents, including near misses, must be reported and recorded in the Incident Log. Serious incidents will be reported in accordance with RIDDOR (where applicable).

#### **Safeguarding and Mental Health**

As a cancer charity, we acknowledge the emotional and mental health needs of our service users and team. Safeguarding policies are in place to protect vulnerable individuals.

### **4. Monitoring and Review**

This policy will be reviewed every two years or sooner if there are significant changes in operations or relevant legislation.