**Health and Safety**

**Policy**

**Last Reviewed: DATE**

This is the Health & Safety Policy Statement of ORG NAME

Our statement of general policy is:

* To provide a high standard of control of the health & safety risks arising from our activities
* To consult with our employees, volunteers and concessionaires on matters affecting their health & safety
* To provide and maintain safe plant and equipment
* To ensure safe handling and use of substances
* To provide information, instruction and supervision for employees, volunteers and concessionaires
* To ensure all employees and volunteers are competent to do their tasks and to give them adequate training
* To prevent accidents and cases of work-related ill-health
* To maintain safe and healthy working conditions
* To review and revise this policy as necessary at regular intervals.

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| --- | --- | --- | --- |
| Signed: | |  |  |
| Date: |  | |  |

**Responsibilities and Arrangements**

1. Overall and final responsibility for health & safety is that of the **Board of Directors**.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Chief Officer**.
3. To ensure health & safety standards are maintained and improved, the following people have responsibilities in the following areas:

* Fire Alarm Test (weekly): **Named person**
* Full Evacuation Fire Drill (annually): **Named person and a member of the Management Team**

1. All employees, volunteers and concessionaires must:

* Co-operate with supervisors and managers on health & safety matters
* Not interfere with anything provided to safeguard their health & safety
* Take reasonable care of their own health & safety
* Report all health and safety concerns to the appropriate person as detailed in this statement

1. Risk assessments will be undertaken by the **Management Team**.
2. Findings of the risk assessments will be reported to the **Board of Directors** **via the Chief Officer**.
3. **The Chief Officer** will be responsible for:

* Approval and instruction of action to remove/control risks
* Ensuring that the appropriate action has been satisfactorily completed
* Consultation with employees

Assessments will be reviewed every 12 months or whenever the work activity changes (whichever is sooner).

**Safe Plant and Equipment**

**Named person** will be responsible for:

* Identifying all plant and equipment requiring maintenance
* Ensuring effective maintenance procedures are drawn up
* Ensuring that maintenance is carried out
* Checking that new plant and equipment meets health & safety standards before it is bought

**Safe Handling and Use of Hazardous Substances**

**Named person** will be responsible for:

* Identifying all substances which need a COSHH assessment
* Undertaking COSHH assessments
* Ensuring that all appropriate actions are taken
* Informing employees about the COSHH assessments
* Checking that new substances can be safely used before purchase

**Health & Safety Monitoring**

* Health & safety issues will be monitored by the **Chief Officer** in the normal course of work activities
* Emergency exits routes will be checked on a daily basis by **Named person** to ensure they are free of obstructions

**Information, Instruction & Supervision**

* The Health & Safety Law poster is displayed in the **State where**
* Health and Safety advice is available from **Named person**
* Supervision of volunteers will be arranged by **individual volunteer supervisors**
* **Line Managers**’ are responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health & safety information
* Induction training for all new employees will be provided/arranged by the **Line Manager**
* Employment and training records are held by the **Management Team** in the **Management Folder**
* First Aid boxes are held in the **State where.** Appointed First Aiders are: **Name all**
* All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by **Named person** in the **State where**
* **Chief Officer** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority