

Health & Safety Policy

Implemented: 10/12/2015

Last Review: 17/06/2026

Next Review: 17/06/2027

1. Statement of Intent

Our Health & Safety Policy is to:

- Protect the health, safety, and welfare of all residents, staff, volunteers, and visitors.
- Provide safe working conditions, safe, community spaces and equipment.
- Ensure work activities do not create unnecessary risks.
- Maintain safe systems for using, handling, storing, and transporting equipment and substances.
- Provide suitable information, training, instruction, and supervision.
- Give extra training and support to those with specific health and safety responsibilities.
- Carry out risk assessments for staff, volunteers, visitors, and the public.
- Carry out specific risk assessments for (and not inclusive of):
 - New and expectant mothers
 - Young people under 18
 - Remote Working
 - Young people's activities
 - Events and trips
- Put measures in place to protect residents and visitors from risks arising from the charity's activities.
- Provide adequate first aid facilities
- Share relevant health and safety information with other employers working on the premises.
- Encourage everyone on the premises to:
 - Work safely
 - Report hazards or unsafe conditions

- Take responsibility for their own actions and the safety of others

2. Responsibilities for Health & Safety

Overall and final responsibility of health and safety:

The Board of Trustees has ultimate legal accountability for the charity's health and safety.

The Board's role is to

- Set the overarching policy
- Ensure health and safety risks are identified, managed and integrated into the Strategic Risk Register.
- Allocate resources and ensure clear communication
- Annually review health and safety performance and update the policy to improve or mitigate new hazards or changes to legislation.
- Designate a staff health and safety lead.

Day-to-day responsibility for ensuring this policy is put into practice: - Katie Jeffries (Charity Manager & Designated Health & Safety Lead)

To ensure health and safety standards are maintained/improved, the following staff have responsibility in the following areas:

Katie Jeffries (Charity Manager & Designated Health & Safety Lead) - safety, risk assessments, consulting employees, accidents, first aid and work-related ill health, monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation, staff training and reporting to the Board.

Kerry Manning & Kyla Mares & Staff who support building management- fire and evacuation, maintaining equipment, building oversight

Employees also have legal duties, and the charity strongly requests non-employed (voluntary) workers also to observe these, and details are outlined in our Volunteer Handbook. They include the following:

- To take reasonable care of their own health and safety and that of other persons who may be affected by what they do or do not do.
- To co-operate with the Charity on health and safety.
- To use work items provided by the Charity correctly, including personal protective equipment, in accordance with training or instructions.
- Carry out risk assessments where necessary against activities and premises managed by the Charity and have the sign off from management
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and,

- To report to the Designated Health and Safety Lead, and record using the Charities accident books and incident report forms at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Charity

3. Arrangements for Health & Safety

Risk Assessment

- We will complete relevant risk assessments and take action related to all Health & Safety, including and not exclusive of risk assessments related to building, fire, activities, remote working etc.
- We will review risk assessments when working habits or conditions change.

Training

- We will give staff health and safety inductions and provide appropriate training (including manual handling, legionella testing, COSHH, fire marshal etc which is relevant to their role)
- We will make sure suitable arrangements are in place for employees who work remotely.

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.
- Evacuation routes are documented in our Fire Folders & around the centres

4. Monitoring and Review

The policy will be reviewed annually by the Board.

The Charity Manager will include any accidents or Health and Safety issues (if any) within her Manager's Report at each Board meeting.