

The Charity will do all in its power to ensure your well-being and safety whilst at work. If you become aware of any potential hazard or unsafe working conditions, you should have no hesitation raising them with the Director or Chair of Trustees.

You are required to take all reasonable steps to safeguard your health and safety, and that of any other person who may be affected by your actions, and to observe at all times published safety and fire rules and procedures.

You must report to management and enter into the Accident Book all accidents, no matter how small (NB Accident Book is stored electronically)

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure, in so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work. To enable these duties to be carried out, it is our intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation structure.

We will, so far as is reasonably practicable, ensure that:

- adequate resources are provided to ensure that proper provision can be made for health and safety;
- risk assessments are carried out and periodically reviewed;
- systems of work are provided and maintained that are safe and without risks to health;
- arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health;
- all employees and volunteers are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions;
- where appropriate, health surveillance will be provided for employees;
- the provision and maintenance of all plant, machinery and equipment is safe and without risk to health;
- the working environment of all employees and volunteers is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work;
- the place of work is safe and that there is safe access to and egress from the work place;
- monitoring activities are undertaken to maintain agreed standards.

It is the duty of all employees and volunteers at work:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- to co-operate with us as is necessary to enable us to comply with any health and safety duty or responsibility; and
- not to interfere with or misuse anything provided in the interest of health and safety.

HEALTH AND SAFETY POLICY



General:

- this Health and Safety Policy Statement will be reviewed bi- annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees;
- there are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.

ACCIDENTS AT WORK

All accidents at work should be reported, no matter how small. If you have an accident whilst in the course of your employment you should notify the Managing Director who will record the event in the accident book and contact the Health and Safety Executive if necessary.

LONE WORKING

Where possible, we discourage Lone Working. We will provide further guidance should your role responsibilities be such that Lone Working is unavoidable. Please contact the Director if you have not received this further guidance prior to starting a volunteer role.

FIRST AID

First aid facilities are provided at the premises of each of our programmes:

Lunch Time Visits: St Johns Catholic Primary School.

GrandFriends staff are trained in 'first aid at work' to minimise the risk of no trained first aider being present both at the office and off-site.

DRIVING

All employees who use their own cars for business use are required to ensure that they are qualified and adequately insured.

Document Review: Health and Safety Policy				
Version	Approved By	Approval Date	Main Changes	Next Review
1	Board of Trustees	5 th Dec 2022		Dec 2024