



## **Health and Safety Policy Statement**

Our Statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our staff (volunteers, committee members and employees, whether paid or unpaid) on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for all staff;
- To ensure all staff 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 handling and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

### **RESPONSIBILITIES**

All staff will actively:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of the health and safety of themselves and their colleagues, the general public and service users; and
- Report all health and safety concerns to an appropriate person immediately

The Management Committee will have overall and final responsibility for health and safety, and shall provide:

- Risk Assessments
- Training
- First-aid box and Accident book
- Details of appointed person(s)/First-aider(s)

**MONITORING**

To check our working conditions, and ensure our safe working practices are being followed, we will review our policies, procedures and working practices at least once a year.

Signed: .....

Date: .....