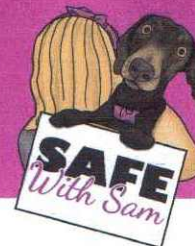


# HEALTH AND SAFETY POLICY



This is the Health and Safety Policy Statement of **Safe with Sam**.

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 employees 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 employees;
- to ensure all employees 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; and
- to review and revise this policy as necessary at regular intervals.

## Responsibilities

- Overall and final responsibility for health and safety is that of the **Trustees of Safe with Sam**
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to **The Chair**
- The Trustees are responsible in ensuring that the health and safety standards are maintained/improved,

All employees have to:

- 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 their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the founder & Chair.
- The findings of the risk assessments will be reported to Chair/Trustees.
- Action required to remove/control risks will be approved by Trustees.
- The Trustees will be responsible for ensuring the action required is implemented.
- Chair/Trustee will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

## Consultation with employees

**Safe with Sam** will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and

- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees will be in a form that can be easily understood.

Safe With Sam will consult directly with employees and volunteers through team meetings and face-to-face discussions.

Safe With Sam will allow enough time for employees and volunteers to consider the issues and give informed responses. Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations.

Safe With Sam will take employees' and volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

### **Safe equipment**

- The Chair or a nominated trustee will be responsible for identifying all equipment needing maintenance.
- The Chair or a nominated trustee will be responsible for ensuring effective maintenance procedures are drawn up.
- The Chair or a nominated trustee will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to The Chair or a nominated trustee immediately.
- The Chair or a nominated trustee will check that new equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

The Chair or a nominated trustee will check that new substances can be used safely before they are purchased. Safe With Sam does not currently use or store any substances which need a COSHH assessment.

### **Information, instruction and supervision**

- The Health and Safety policy will be displayed on our notice board.
- Health and safety advice is available from the Chair or nominated Trustee.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by The Chair or nominated Trustee
- The Chair or nominated Trustee is responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health and safety information.

### **Competency for tasks and training**

- Induction training will be provided for all employees by the Chair or nominated Trustee.
- Job specific training is not required for any jobs within Safe With Sam.
- Training records are kept at/by the Chair or nominated Trustee.
- Training will be identified, arranged and monitored by the Chair or nominated Trustee.

### **Accidents, first aid and work-related ill health**

- Health surveillance is not required in relation to any jobs at Safe With Sam.

- First aid services will be arranged depending on the needs of activities and will be noted in the risk assessment.
- The appointed person(s)/first aider(s) is Louise Johns
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by The Chair
- The Chair is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will

- carry out inspections and spot checks
- The Chair or nominated Trustee is responsible for investigating accidents.
- The Chair or nominated Trustee is responsible for acting on investigation findings to prevent a recurrence.

### **Emergency procedures – fire and evacuation**

- The Chair or nominated Trustee is responsible for ensuring the fire risk assessment is undertaken and implemented for organized activities
- Escape routes of venues are checked by The Chair or nominated Trustee.
- Fire extinguishers are maintained and checked by Chubb Fire every year.

Board of Trustee's will be made available to support the Chair with all tasks due to the legal obligation of the organization.

Signed.....*Stephen*.....Date...**15/04/14**

Date of review **April 2015**