

HEALTH & SAFETY POLICY

General statement of policy

The [Name of Project's] legal responsibility for Health and Safety matters has been devolved to [Name of person / organisation responsible] for practicality.

1. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
2. The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.
3. The policy will be kept up-to-date, particularly to take account of changes in working arrangements. To ensure this, the policy and the way in which it has operated will be reviewed regularly.

Responsibilities – [Name of Project]

4. Overall and final responsibility for health and safety lies with the [name of organisation / person]. Responsibility for advising them and for carrying out this policy lies with the [manager].
5. Volunteers will be consulted on health and safety matters through the [name of project] and the meetings for all volunteers and staff.

Responsibilities – Volunteers and Staff

6. All volunteers and staff members have the responsibility to co-operate with the [name of project] to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
7. Whenever a volunteer or staff member notices a health or safety problem, which they are not able to put right, they must straightway tell the manager.

First Aid and Accidents

8. First Aid boxes are kept in:

[location of First Aid boxes]

The manager is responsible for equipping the First Aid boxes. Whenever a volunteer or staff member uses an item from a First Aid box, they should inform the manager.

9. The [name of project] does not undertake always to provide a qualified first aider, but volunteers and staff members will be informed if there is one.
10. The Accident Book is kept in [place of accident book]. All accidents should be reported to the manager. The person responsible for reporting accidents to outside authorities is the project manager. Each volunteer and staff member is responsible for ensuring that a note of any accident, however apparently trivial, is made in the Accident Book as quickly as possible.

Fire Safety

11. The fire procedure is shown on notices throughout the project buildings. All volunteers and staff members are responsible for familiarising themselves with it and, in particular, with the location of fire exits and escape routes. Fire practises will be held once a year.
12. When rooms are booked for meetings, it is the responsibility of the person/ organisation arranging the meeting to ensure that those attending are aware of the fire procedures and that they leave the building if the fire alarm sounds.
13. The manager is responsible for ensuring that the fire alarm is properly maintained and regularly tested. He is also responsible for ensuring that the agreed number and type of fire extinguishers are in place and properly maintained. The maintenance contract is currently with [name of company].
14. All users are responsible for ensuring that escape routes are kept clear. Any problem in doing this should be reported to the manager.

Advice, Consultancy and Training

15. The local Health and Safety Inspector is:
[details of person]
16. The [name of project] will ensure it has access to advice from the Health & Safety Executive [or other named person / company]. Official contact with the Health & Safety Executive [or other named person / company] should only be made by, or with the consent of, the manager.
17. Any provision for training in health and safety matters is the responsibility of the manager.

Waste Disposal

18. Waste is removed [weekly / daily]. It is [name of person]'s responsibility to prepare it for disposal. Volunteers and staff members should put rubbish in the

bins provided or, in the case of larger items, discuss disposal with the manager. Disposal of all breakable or dangerous items should be discussed with the manager who is responsible for ensuring the waste is put out in a safe manner.

Policy on Smoking

19. All meeting rooms, corridors and toilets are no-smoking areas. All offices are no-smoking areas.

Particular Areas/ Hazards

[List any hazards / issues determined from risk assessments].

Fire Extinguisher Locations

[List locations of fire extinguishers].