



Health and Safety policy

1. About this policy

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Your responsibilities

- 2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to your line manager.
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our disciplinary procedures.

3. Training

- 3.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 3.2 Staff will be given a health and safety induction and provided with appropriate safety training.

4. Equipment

- 4.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

5. Accidents and first aid



- 5.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 5.2 All accidents and injuries at work, however minor, should be reported to the Chief Executive and recorded in the accident book which is kept in Kitchen/teapoint.

6. Fire safety

- 6.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 6.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.
- 6.3 Fire drills must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

7. Risk assessments and measures to control risk

- 7.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

8. Computers and display screen equipment

- 8.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.
- 8.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from Server/General Admin/Office Admin/Health & Safety.