

## Health and Safety Policy

### 1 Introduction

This is a statement of policy by Municipal Charities of Stratford upon Avon, incorporating St. Joseph's Homestead, about its intentions, organisation and arrangements for ensuring the health and safety of its employees, residents, visitors and contractors, whilst in the offices, communal areas and residents' accommodation.

Supplementary to this general policy statement, there are specific policies and procedures describing in detail health and safety provisions in each part of the organisation, which are periodically reviewed.

### 2 Statement of Intent

It is the policy of the charity to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work, and of others who may be affected by the charity's undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate.

### 3 Objectives

In order to achieve compliance with the statement of policy the charity has the following objectives:

- 3.1 To set and maintain high standards for health, safety and the protection of the environment at its offices and in the residents' almshouses
- 3.2 To identify risks and set in place programmes to remove or reduce these risks
- 3.3 To ensure that these standards are communicated to all employees, residents and visitors
- 3.4 To ensure that all personnel are given the appropriate equipment, necessary information, instruction, training and supervision to enable them to work in a safe manner
- 3.5 To ensure that the appropriate resources are made available to enable the policy to be implemented.

### 4 Responsibility

To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the following responsibilities have been established:

#### 4.1 Board of Trustees

The trustees are responsible for establishing the overall Health and Safety Policy for the charity and have ultimate responsibility for all health and safety matters.

This involves:

- The promotion of good practice within health and safety
- The allocation of necessary resources
- The monitoring of the implementation of health and safety practice.

**4.2** The Clerk authorised through the board of trustees, has personal responsibility for implementing and monitoring the policy and will:

- Keep the Health and Safety Policy under review, bringing to the trustees' attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary
- Monitor the Policy's implementation, set targets or objectives where appropriate and report progress to the board
- Ensure the dissemination and discussion of relevant information on health and safety
- Report details to the board of trustees where an accident/incident has occurred which may result in prosecution
- Make annual reports to the board of trustees on the management of health and safety at the charity.
- The practical implementation of the Health and Safety Policy, the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Ensuring that the operations, so far as is reasonably practical, are conducted without detriment to the health and safety of employees or others who may be affected by their activities
- Ensuring that risk assessments, regular inspections and audits takes place
- Ensuring that all accidents, incidents and near misses, are reported to the Chairman of the Trustees, reviewing all such reports and ensuring, where appropriate, that a full investigation is carried out and appropriate remedial action taken, where necessary.

### **4.3 Individual Responsibilities**

All employees are required to:

- Co-operate in implementing the requirements of the Health and Safety Policy, legislation, related codes of practice and safety instructions
- Refrain from doing anything which constitutes a danger to themselves or others
- Bring to the immediate attention of their line manager/supervisor any situations or practices that are noted which might lead to injuries or ill health
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored
- Be responsible for good housekeeping in the area in which they are working
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the charity's guidance.

## **5 Contractors**

All contractors working in the charity's property are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

**6 Communication**

The name of the person designated with the responsibility for health and safety is to be prominently displayed for the information of all employees. The policy statement will also be prominently displayed for the information of all employees, residents and visitors.

**7 Consultation and Training**

The board of trustees and the Clerk are committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, environmental and occupational advice, as required.

**8 Policy Review**

The effectiveness of this general policy statement and other specific policies in use throughout the charity will be subject to annual review by the charity.

**9 This policy has been approved for issue by the board of trustees of Municipal Charities of Stratford upon Avon, incorporating St Joseph’s Homestead**

Name:.....

Signature:.....

Date:.....