



HEALTH AND SAFETY POLICY

Introduction

The Volunteer Uttlesford (VU) board of trustees has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

VU will do whatever it can to provide for health, safety and welfare of all staff, volunteers and visitors and to set a standard of good practice in the voluntary sector.

VU will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and managers to uphold this policy and to provide the necessary funds and resources to implement it.

VU will work in a way that tries to ensure that risks to staff, volunteers and visitors are minimised at all times.

Responsibilities

The VU Manager is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.

All accidents or unsafe incidents will be investigated by the VU Manager as soon as possible.

VU is responsible for:

- Assessing the risk to health and safety of VU employees and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Providing and maintaining buildings, equipment, and systems of work that are safe and without risk to health;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision in safe working methods and procedures;
- Providing and maintaining a health and safe place of work, including safe ways of entering and leaving;
- Establishing emergency procedures as required;

Staff and volunteer responsibilities

All VU employees and volunteers will ensure that:

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- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the Centre Manager or their manager at once
- They record accidents at work in the accident book in the main office
- If the VU Manager is not present, they should report the incident to the most senior member of staff present, who will report it to the Centre Manager as soon as possible.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it to their manager.

Risk Assessments

The Centre Manager will ensure that all premises and tasks are assessed in line with the current relevant legislation and VU Risk Management Policy. Assessments will be repeated when there is a:

- Change in legislation
- Change in premises
- Significant change in work carried out
- Transfer to a new technology

or any other reason which makes original assessment not valid.

Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- At inductions
- On transfer or promotion to new duties
- On the introduction of new technology
- When changes are made to systems of work
- When training needs are identified during risk assessments

Resolving health and safety problems

Any employee or volunteer with a health and safety concern must first tell their manager.

If, after investigation, the problem is not corrected in a reasonable time, or the manager decided that no action is required but the employee/volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Centre Manager who may make representations to the manager concerned. This must be in writing.

If the employee/volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of trustees.

1st June 2019