

General Policy Statement (Commitment to Health and Safety Declaration)

1.1 The business is committed to taking all reasonable measures to ensure the health, safety and welfare of its staff while at work in accordance with all relevant health and safety legislation. The business also undertakes not to put others such as customers and members of the public at risk whilst carrying out its activities.

1.2 To effectively develop and implement the business' health and safety policy and procedures.

1.3 Each staff member will be given the necessary information, instruction and training to ensure that they can carry out their work in a safe way.

1.4 Management is responsible for devising safe systems of work and ensuring that these systems are put into practice and supervised as necessary.

1.5 Management will consult with staff on matters affecting their health and safety. Staff can raise issues of health and safety with the Health & Safety Officer and at staff meetings.

1.6 The wholehearted commitment of all staff is required if the Society's Health & Safety Policy and procedures are to be successful. Every staff member has a legal duty to:

- take reasonable care of their own health & safety at work.
- to take reasonable care for the health and safety of others who might be affected by their actions and omissions in the work situation.
- to co-operate with management in pursuance of the business' health and safety policies and procedures.

1.7 All documents relating to health & safety policy, procedures and systems will be contained within the Health & Safety Manual. These documents will be regularly reviewed and updated as necessary.

Any changes to these policies, procedures and systems will be brought to the attention of all staff.

Signed Date: July 1st 2021
Chief Executive Officer

In the context of the Society's Health & Safety Policy and Procedures, the term staff refers to both employees and those working voluntarily for the business

Health & Safety Officer – Chaz Degun

- a) ensure that the various risk assessment processes (fire, property, coshh etc) are being correctly carried out across the business, including identification of risks, documentation, process for reducing and eliminating risks, periodic review and updating.
- b) advise as required other staff on health & safety matters in particular with respect to the introduction of any new equipment, working process and the selection and issue of PPE.
- c) ensure that all required standards are met with respect to fire precautions.
- d) maintain and update the Health and Safety manual as required.
- e) investigate and monitor all accidents involving staff
- f) provide any PPE to staff where appropriate

Staff

All staff have a responsibility to take reasonable care of themselves and others and to observe safety rules and to co-operate with management in the implementation of the business' health and safety policy in order to achieve a healthy and safe workplace. Failure by a paid member of staff to comply with any aspect of the Society's health and safety procedures, rules or duties will be treated by the business as serious or gross misconduct.

Specific staff duties are:

- a) take due care for their own health and safety.
- b) take due care for the health and safety of others who might be affected by their acts or omissions.
- c) comply with any safety instruction and direction issued by the business.
- d) co-operate with management with respect to the information, training and guidance provided on health and safety matters.
- e) not misuse or interfere with anything that has been provided for health and safety reasons.
- f) report and co-operate in the investigation of all accidents or incidents that have led or may lead to injury
- g) immediately report to their line manager any hazardous defects in plant, machinery and equipment or any shortcomings in the existing safety arrangements.
- h) not undertake any task without the necessary prior authorisation and training.
- i) take action to prevent others from placing themselves in identified hazardous situations.