

REG COMMUNITY SUPPORT TRUST - Health and Safety Policy Statement

The trustees of REG COMMUNITY SUPPORT TRUST are committed to ensuring a safe living and working environment for all those who have lawful access to the charity's buildings and land.

This commitment has four elements:

- 1 Full compliance with current health and safety legislation and regulations.
- 2 An assessment of the significant risks faced by everyone (residents, staff, volunteers, visitors, and agents/contractors) who have access to charity and appropriate action taken to minimise these risks. The five practical steps to risk assessment are given below and further information is available at www.hse.gov.uk:
 - identify the hazards
 - decide who might be harmed
 - evaluate the risks
 - record findings
 - review assessments.
- 3 Provision of appropriate and suitable training and information to ensure that everyone is aware of the risks and knows how to respond appropriately. All members of staff should receive a minimum level of health and safety training which should be achieved within six weeks of starting in the post.
- 4 Regular recorded inspections of the properties and subsequent maintenance programmes should ensure that health and safety issues are given a high priority. Any defects that have health and safety implications should be addressed as a matter of urgency.

Management should also carry out an annual internal review of health and safety matters and risk assessments.

The charity should nominate one person to advise trustees on health and safety matters and that person should have sufficient training and knowledge on how to access health and safety advice to ensure compliance.

Nevertheless, everyone has an individual responsibility regarding health and safety and must immediately bring to the attention of trustees any issues of concern.

Details of the charity's Health and Safety Policies and guidance must be brought to the attention of staff, residents, and visitors alike. It is recommended that the policies are published on a notice board where they can be seen by visitors and brought to the attention of contractors/suppliers.

REG COMMUNITY SUPPORT TRUST Health and Safety Policy

1 Introduction

This is a statement of policy by REG COMMUNITY SUPPORT TRUST 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.

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 practices.

4.2 The trustees have responsibility for implementing and monitoring the policy and will:

- Keep the Health and Safety Policy under review, bringing attention to 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

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 Consultation and Training

The board of trustees 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.

7 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.

8 This policy has been approved for issue by the board of trustees of REG COMMUNITY SUPPORT TRUST and is subject to change as and when the trustees see fit.