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| **Stowmarket Relief Trust**  **Health and Safety Policy** |

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| **Section 1: General statements of policy and intent** |

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| **Our statements of general policy and intent are to:** |
| 1. Provide adequate control of the health and safety risks arising from our work activities. |
| 1. Consult with our employees and volunteers on matters affecting their health and safety. |
| 1. Provide and maintain safe equipment. |
| 1. Ensure safe handling and use of substances and remove any unnecessary substances or materials that are not necessary in the Stowmarket Relief Trust environment. |
| 1. Provide information, instruction and supervision for employees. |
| 1. Ensure all employees and volunteers are competent to do their tasks and give them adequate training. |
| 1. Prevent accidents and cases of work-related ill health by maintaining safe and healthy working conditions. |
| 1. Implement emergency procedures – evacuation in case of fire or other significant incident. |
| 1. Review and revise this policy as necessary at regular intervals. |

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| **Section 2: Designation of responsibility** |

The Trustee Board has overall and final responsibility for health and safety matters at Stowmarket Relief Trust and for ensuring that health and safety legislation is complied with. However, day-to-day responsibilities and functions are delegated as follows:

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| **Area of responsibility** | **Name of individual/role** |
| **Health and safety officer:**  Day-to-day responsibility for ensuring that this policy is implemented and complied with as: | Nick Gowrley  Clerk to the Trustees |
| **Trained first aider**  or  **Designated first aid officer** | Nick Gowrley  Clerk to the Trustees |
| **Stowmarket Relief Trust Fire safety officer** | Nick Gowrley  Clerk to the Trustees |

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| **Section 3: Status of this policy and health and safety posters** |

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public. Nothing in the application of this organisational policy shall be construed to confer or grant employment rights or status in its application to volunteers.

All employees and volunteers must:

• co-operate with supervisors and managers on health and safety matters

• not interfere with anything provided to safeguard their health and safety

• take reasonable care with regard to their own health and safety

• report all health and safety concerns to an appropriate person (as detailed in this policy).

The health and safety information poster(s) shall be positioned in a prominent place and details of the Stowmarket Relief Trust’s Employers’ Liability Insurance Certificate shall be displayed in the Employees Office.

<http://www.hse.gov.uk/contact/faqs/lawposter.htm>

<http://www.hse.gov.uk/pubns/hse39.pdf>

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| **Section 4: Arrangements and Actions** |

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| **Policy statement 1: to provide adequate control of the health and safety risks arising from our work activities.** | |
| Person responsible: | Health and Safety Officer |
| Arrangements and actions: Activities shall be risk assessed and actions arising as a result of the risk assessment must be implemented. Risk assessments shall be reviewed every 12 months or sooner if required. | |

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| **Policy statement 2: to consult with our employees and volunteers on matters affecting their health and safety.** | |
| Person responsible: | Trustee Board, all employees and volunteers. |
| Arrangements and actions: Employees and volunteers are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. Such review meetings shall be conducted by the trustee board every 12 months as part of the review of this policy. | |

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| **Policy Statement 3: to provide and maintain safe equipment.** | |
| Person responsible: | Health and Safety Officer |
| Arrangements and actions: Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of office equipment and for ensuring that action is promptly taken to address any defects. | |

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| **Policy statement 4: to ensure safe handling and use of substances and remove any unnecessary substances or materials that are not required in the Stowmarket Relief Trust environment.** | |
| Person responsible: | Health and Safety Officer |
| Arrangements and actions: It is the Stowmarket Relief Trust’s policy that hazardous materials and substances must not be used whilst at work. Alternative non-hazardous substitutes must be used instead. However, in the event that hazardous substances cannot be avoided, the COSHH procedure must be followed below. | |

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| **Policy statement 5: to provide information, instruction and supervision for employees.** | |
| Person responsible: | Health and Safety Officer |
| Arrangements and actions: Employees and volunteers (and contractors) are given necessary health and safety induction. We will ensure that suitable arrangements are in place to cover employees and volunteers engaged in work remote from the main Stowmarket Relief Trust offices. | |

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| **Policy statement 6: to ensure all employees and volunteers are competent to do their tasks and to give them adequate training.** | |
| Person responsible: | Health and Safety Officer |
| Arrangements and actions: Appropriate training is given where necessary and relevant to the Stowmarket Relief Trust’s working environment. Staff and volunteers shall undertake display screen equipment assessments and work in accordance with the practices laid out within this policy. Training will be provided to ensure that Stowmarket Relief Trust meets its obligations to provide a safe working environment. | |

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| **Policy statement 7: to prevent accidents and cases of work-related ill health by maintaining safe and healthy working conditions.** | |
| Person responsible: | Trustee board, Health and Safety Officer |
| Arrangements and actions: periodic risk assessments of the working environment and ways of working. Arising actions from the risk assessment are implemented and incidents resulting in accidents are investigated and reviewed to ensure that lessons are learnt and the risks are better managed. | |

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| **Policy statement 8: to implement emergency procedures – fire evacuation or other significant incident.** | |
| Person responsible: | Fire Safety Officer (responsible person) |
| Arrangements and actions: Escape routes are well-signed and kept clear at all times. Evacuation plans are tested from time to time by the Stowmarket Town Council, as landlords, and updated as necessary. Fire risk assessments are carried out in accordance with the policy guidance within this document: | |

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| **Policy statement 9: to review and revise this policy as necessary at regular intervals.** | |
| Person responsible: | Trustee Board, Health and Safety Officer in consultation with employees and volunteers |
| Arrangements and actions: This policy shall be reviewed at least once every 12 months and should be included into the trustee board’s annual timetable. However, a change to the working environment, ways of working or the legal requirements for health and safety at work may also trigger a requirement for a review within this timeframe. | |

Signed: ………………….. David Palk (Chair of the Trustee Board)

Date: 18th April 2024 Review date: April 2025

This policy shall be reviewed every 12 months unless there is a specific need to do so sooner such as a change in premises, ways of working or a requirement to do so by law.