
Health and Safety Policy

1. Purpose

The Pimlott Foundation accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees, volunteers, members, guests etc while in the organisations premises or on organisation business.

The Pimlott Foundation also recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

To this end the The Pimlott Foundation will:

- Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy
- Consult with our employees and regular volunteers on matters affecting their health and safety
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- Ensure all employees and volunteers are competent to do their tasks, and to give them adequate training.
- Minimise the risk of accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees and volunteers.
- Ensure that the premises under the Organisation's control are maintained as far as is reasonably practicable, safe and without risk to health and with adequate access
- Make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees' and volunteers welfare at work.
- Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or other emergency.
- Make risk assessments periodically and issue corrective instructions
- Ensure Health and Safety encourages direct service user involvement through provision of informational literature (user handbooks, information posters) and reporting systems (maintenance and safety recording folders)

The administration of the policy shall be the responsibility of the trustees. The trustees shall be responsible for ensuring the periodic testing and recording of the test of the fire appliances and the emergency escape procedures.

This Policy is written with particular consideration to the following legislature and regulations and The Pimlott Foundation believes that this policy meets the following listed requirements:

- H&S at Work Act 1974
- Disability Discrimination Act 1995

2. Persons Affected

This policy applies to all staff, paid or unpaid, volunteers, members, students, visitors and guests.

All sites which are not The Pimlott Foundation premises on which volunteers and staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy on Health and safety.

4. Responsibilities

The Pimlott Foundation, in accepting its responsibilities, calls upon employees, volunteers, students, members, visitors and guests to:

- Take reasonable care of their own health and safety and of the health and safety of their fellow employees, volunteers, residents, members and visitors to the Organisation's premises who may be affected by their acts and omissions.
- Report all health and safety concerns to the appropriate person as shown in the delegated responsibilities section of this document.
- Co-operate with the trustees in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures.
- Not to interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare.

The Organisation reserves the right to discipline persons contravening any of the sections above.

5. Procedures

Detailed procedures are attached.

It is the responsibility of all employees, volunteers, students, service users to:

- Assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the Organisation's premises.
- Familiarise themselves with all aspects of the Organisation's Health and Safety Policy, including site regulations.
- Obey all instructions given by the Organisations Board of Trustees, for the protection of its employees, volunteers, members, students, visitors and guests.
- Adhere to the Manufacturers, Suppliers and Organisation instructions when using lifts, hoists and all forms of electrical and mechanical equipment used on the Organisations premises.
- Undertake maintenance of or repair of electrical or mechanical equipment only if authorised.

- Study and be familiar with Organisation regulations in regard to Fire Precautions and other Emergency procedures.
- Be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- Ensure that items of personal electrical equipment used on the premises have first been tested by the approved contractor and authorised as safe to use. This is for insurance purposes.
- Ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.
- Not leave goods or equipment in such a position that might constitute a danger, especially in such places as pathways, corridors or stair wells.

Charity No: 1122550

Signed : Date :

Daniela Bechly

Position : Chair / Trustee

Review Date: September 2018