

One Planet (Accrington) Ltd
Health and Safety Policy

General Statement of Intent

Our policy is to provide and maintain safe conditions, equipment and systems for all our staff and volunteers, and to provide, where necessary, such information, training and supervision as is needed for this purpose.

The Board of Directors & Management will be responsible for ensuring the health and safety of its staff, volunteers and customers. The policy will be kept up to date, particularly as One Planet (Accrington) Ltd changes in nature and size to ensure our responsibilities are met in relation to:

- Health and Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy will be reviewed annually.

In order to ensure and maintain health and safety systems, the Management will carry out the following (where possible):

- Assess the possible risks to staff, volunteers and customers by carrying out risk assessments.
- Have written health and safety procedures.
- Ensure that the working environments have adequate heating, lighting, ventilation and fire exits. (trying to distinguish between office, shop, meeting environment and external events)
- Regularly check for possible dangers e.g. electrical equipment, hazardous substances, risks when working or volunteering in an outreach environment, venue.
- Ensure that all equipment owned by One Planet (Accrington) Ltd is suitable for its intended use and is properly maintained and used.
- Ensure that all staff and volunteers are aware of the fire procedure, location of alarms and fire equipment and that regular fire drills are carried out.
- Ensure that all staff and volunteers are aware of the procedure in case of accidents (a first aid box will be available at all times and an accident book kept).
- Provide appropriate protective clothing (where required).
- Ensuring other policies are in place to cover health and safety such as a lone worker policy.

Responsibilities of the Board of Directors, Management, Staff and Volunteers

The Board of Directors & Management considers matters of health and safety as extremely important.

All staff and volunteers will be expected to:

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with the Board of Directors/Management on matters of health and safety.
- Use equipment correctly and request, or be willing to receive training if necessary.
- Act responsibly towards customers to ensure their health and safety.
- Agree to use the equipment in a safe manner with regard to the health and safety of those around them.
- Report any issues they feel are a hazard to themselves or others to the Management or Board of Directors.
- Adhere to all policies and procedures in line with their role within the organisation either paid or voluntary, such as lone worker policy.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so the Management, staff, volunteers must constantly be mindful of their duty of care and responsibilities individually and collectively for the safety of themselves and others.

On behalf of One Planet (Accrington) Ltd

Name: KERRY GORMLEY

Position: DIRECTOR

Date: 5TH DECEMBER 2013

Signed: K. Gormley

REVIEWED:

4TH DECEMBER 2014 MS

3RD DECEMBER 2015 MS