



## **Health and Safety Policy**

Mirfield Community Trust regards the compliance with Health & Safety as an essential objective for all Trustees, staff, volunteers & users of the centre.

This policy is formulated in accordance with Section 2(3) of the Health & Safety at Work Act (1974) and the Management of Health & Safety at Work Regulations which we:

1. The Trustees of Mirfield Community Trust
2. The Sub-committees, staff and volunteers

have a statutory willingness to undertake.

The Building Sub-Committee is responsible for the Health and Safety Policy, Health and Safety Procedures and maintaining the Health and Safety diary. The Health & Safety policy is to be reviewed annually by a nominated Trustee.

### **.1 Purpose**

As Trustees of the centre we are concerned to ensure that we meet our requirements under the Health & Safety at Work legislation to ensure the safety of:

- Users
- Visitors
- Maintenance and Contract Workers
- Employees and Volunteers
- Employees of partner agencies
- Members of the Public and adjoining residences.

### **.2 Objective**

The provision of a healthy and safe working environment is a mutual objective of the Trustees and all staff and volunteers.

### **.3 Implementation**

To achieve this objective the Trust will:

- Identify a responsible Trustee to assume responsibility for health and safety matters relating to the organisation
- Ensure safe and healthy working conditions
- Approve an annual health and safety plan to be read in conjunction with this policy statement
- Undertake suitable and sufficient risk assessments in the workplace using Health & Safety Executive and professional requirements and guidance for good practice
- Identify a named responsible Trustee with responsibility for ensuring that staff and volunteers are provided with appropriate training in order to meet their personal responsibility for Health & Safety
- Identify a named responsible person to assume responsibility for co-ordinating and ensuring that regular and appropriate health and safety risk assessments are undertaken in relation to the premises, services, activities, user group's equipment and events – to include:
  - Looking for hazards
  - Deciding who might be harmed and how
  - Evaluation risks and deciding whether the existing precautions are adequate or whether more should be done
  - Record and monitor findings
  - Reviewing risk assessments and revising if necessary
- Bring the contents of this policy to the notice of every Trustee, staff member and volunteer by:
  - Displaying posters setting out basic information on health and safety law
  - Providing all new Trustees, staff, volunteers and user group leaders with a copy of this policy
  - Providing training to staff and volunteers in respect of the content and the meaning of this policy, as necessary and appropriate

### **.4 Monitoring and Evaluation**

The Mirfield Community Trust will:

- Identify a named responsible Trustee with responsibility for monitoring the implementation of the Health & Safety policy and providing reports to the Trust where health and safety issues are of particular concern to the Trust.
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- Seek expert guidance where appropriate in order to minimise any hazard, actual or potential
- Review and produce supplements to this policy as appropriate.
- Have health and safety issues as a standard item on the Building Sub-committee agenda and discuss these at every meeting

## **5. Trustees and staff are responsible for:**

All Trustees, staff and volunteers have a statutory duty to co-operate with the Health & Safety Policy to provide a safe and healthy environment as far as it is reasonably possible. They will:

- Carry out duties at their work without endangering themselves or others.
- Adhere to procedures for safe and healthy working conditions.
- Reporting incidents and accidents and assisting with their investigation.
- Ensuring the safety of users of the centre.

## **6. Sub-Committees:**

All members of sub-committees have a responsibility to:

- Ensure that all staff, volunteers and user groups comply with Health & Safety at Work
- Set a personal example to users by providing a positive health and safety culture
- Complete risk assessments as required for all tasks
- Arrange with the Building Sub-committee the requirement to complete a risk assessment on a member of staff, or volunteer (eg if they confirm pregnancy).

## **7. Health and Safety procedures**