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| Your logo/group name  Health & Safety Policy  Registration number/charity number |
| This policy and guidance will be reviewed annually or if there are any changes in the related legislation or when an incident dictates.  This will ensure that this document is current and fit for purpose.   1. ***These documents, templates and policies are for advice and support purposes only.*** 2. ***You may edit and amend the documents to render them suitable for your group purposes.*** 3. ***You must not sell or re-distribute any documents or derivatives thereof.*** |
| This Policy was approved by named person from your group with responsibility |
| Date of implementation |

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###### **Health & Safety**

1. **Introduction**

The health and safety policy aims to protect workers, volunteers and people who use the services of your group name

It is your group name policy to ensure, as far as is reasonably practicable, the safety of all paid staff, volunteers and any other persons who may be directly affected by the activities of your group name, including the general public.

1. **Policy**

It is EVERYONES RESPONSIBILITY that this policy is followed.

Your group name, all paid staff and volunteers will:

* Aim to comply with the Health and Safety at work Act 1974 and related regulations and codes of practice.
* As far as is practical, ensure the working environment for all paid staff and volunteers and for people using the services’ of your group name is safe, with minimum risk to health.
* Ensure all staff and volunteers understand they have a responsibility not to behave in any way that will endanger any other person.
* Ensure all accidents, injuries and their causes are recorded in the accident book.
* Make sure that all objects be safely stacked and stored to prevent falling.
* Check equipment is maintained and kept in a good state of repair. If any defects are noticed, please report them immediately.
* Make sure the work area is kept clean, rubbish should not be allowed to build up and spillages should be cleaned up immediately. (see below for bodily fluid)
* Make sure that any needles, blood or bodily fluids (DO NOT TOUCH) are reported to either; a team leader or person responsible with adequate training to deal with.
* Ensure that the fire regulations are being followed. For further fire safety or details of procedure see a team leader. You need to familiarise yourself with the emergency procedures.
* If there are any health and safety concerns, these should be passed on to a team leader or directly to the co-founder’s immediately.
* Offer training and support for all aspects relating to Health and Safety as well as maintain open communication with regards to all matters where there is any risk to health and safety.

**3. Responsibilities for health and safety**

Overall responsibility for implementing Health and Safety falls with the co-founder’s, manager or team leader, although everyone individually is responsible for health and safety.

While volunteering for your group name each volunteer is responsible for their own health and safety and is responsible for the wellbeing of the service users/guests and other volunteers around them.

**4.Review**

This policy will be reviewed every 12 months or as needed if before such date.

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| Name | Signed | Date |
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