



# Health and Safety at Work etc Act 1974

## Health and Safety Policy

### 1. Statement of general policy

The general Health and Safety Policy of Fairness, Respect, Equality Shropshire (FRESH) Ltd is to:

- Provide adequate control of health and safety risks arising from our work activities
- Consult with our employees and volunteers on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees and volunteers
- Ensure all employees and volunteers are competent to do their work, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions;
- Review and revise this policy as necessary at regular intervals.

### 2. Responsibilities

- 2.1. The Board of Directors has overall and final responsibility for health and safety.
- 2.2 The Board of Directors also has day-to-day responsibility for ensuring this policy is put into practice, and that health and safety standards are maintained and improved as necessary
- 2.3 The Board of Directors is responsible for maintaining adequate insurance to cover the risks to which FRESH may be exposed.
- 2.4. All employees and volunteers must:
  - Cooperate with the Directors on health and safety matters
  - Not interfere with anything provided to safeguard their health and safety
  - Take reasonable care of their own health and safety
  - Report all health and safety concerns to a Director



### **3. Health and safety risks arising from our activities**

- Risk assessments will be undertaken by the Chair or Secretary
- The findings of the risk assessments will be reported to the Board of Directors
- Action required to remove or control risks will be approved by the Board of Directors, who will be responsible for ensuring the required action is taken.
- The Society's Chair or Secretary will check that the actions have removed or reduced the risks.
- Assessments will be reviewed every year, or when the activity changes, whichever is sooner.

### **4. Consultation with employees and volunteers**

Consultation with employees and volunteers is provided by including health and safety issues as part of the agenda for supervision and team meetings.

### **5. Plant and equipment**

- The Board of Directors is responsible for identifying any equipment and plant needing maintenance
- The Board of Directors is responsible for ensuring effective maintenance procedures are drawn up. The Board of Directors is responsible for ensuring that all identified maintenance is carried out
- Any problems found with plant or equipment should be reported to the Secretary, who will check that plant and equipment meets health and safety standards before it is acquired or re-used.

### **6. Handling and use of substances**

- The Secretary is responsible for identifying any substances which need a Control of substances hazardous to health (COSHH) assessment, and will undertake such assessments
- The Board of Directors will ensure that all actions identified in COSHH assessments are implemented
- The Society's Secretary is responsible for ensuring that all relevant employees and volunteers are informed about any COSHH assessments
- The Society's Secretary will check that new substances can be used safely before they are acquired
- Assessments will be reviewed every year, or when the work activity changes, whichever is sooner



## **7. Information, instruction and supervision**

- Health and safety law posters are displayed at any premises used by our employees or volunteers for FRESH's work
- Health and safety advice is available from the Secretary
- The Secretary is responsible for ensuring that employees and volunteers working at locations under the control of other organisations receive relevant health and safety information

## **8. Competence for tasks and training**

- Induction and job specific training will be provided for all employees and volunteers by the Society's Secretary
- Training records are kept by the Society's Secretary
- Training will be identified, arranged and monitored by the Society's Secretary

## **9. Accidents, first aid and work-related ill health**

- FRESH has no premises at present, and therefore no first aid kit
- All accidents and cases of work-related ill health will be recorded in the accident book which is kept by the Secretary, who is responsible for reporting any accidents, diseases and dangerous occurrences to the enforcing authorities

## **10. Monitoring**

The Board of Directors is responsible for investigating any accidents and work-related causes of sickness, and acting on investigation findings to prevent a recurrence

## **11. Review**

- This policy will be reviewed annually by the Board on or around the anniversary of its adoption.
- Date of next scheduled review: November 2014

