



Health & Safety Policy Statement

October 2018

Introduction

Reaching People Board of Trustees regard the promotion of health, safety, welfare and environmental protection as a key policy for our employees, service users and others, as appropriate in whatever capacity and activity they are engaged.

Everything reasonably practicable will be done to prevent personal injury and risk to health from foreseeable work and environmental hazards for employees and others associated with Reaching People including the public who visit the organisation's premises or engage with our services.

In addition, the Reaching People Board of Trustees is committed to fulfilling their obligations as an employer under all appropriate legislation, especially the 'Health and Safety at Work, etc. Act 1974', and recognise the following responsibilities:

Company Responsibilities

- Providing and maintaining adequate control as reasonably practicable of the health and safety risks arising from our work activities;
- Consulting our employees (and others as appropriate) on matters affecting their health and safety;
- Providing and maintaining safe plant, equipment and facilities;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for employees and others as appropriate;
- Ensuring all employees (and others as appropriate) are competent to do their tasks and to ensure adequate instruction, checking and training;
- Carrying out inspections, appropriate risk assessment and taking action to safeguard against hazards and to prevent, eliminate or reduce as far as reasonably practicable health and safety risks, accidents and cases of work-related ill health;
- Maintaining safe and healthy working conditions for employees and others as appropriate;
- Reviewing and revising this policy every 3 years or more often if required in response to changing circumstances and/or legislative requirements.

General Responsibilities

- Take reasonable care of the environment and the health and safety of themselves and other people who may be affected by what they do or don't do;
- Exercise care in performing any duty and carrying out their work in such a way as not to put the health and safety of themselves, other people, premises, equipment or environment at risk;
- Use any personal protective or safety equipment that may be required;
- Report all accidents or incidents that have led to injury or harm or that may be a hazard to health, safety or the environment;
- Immediately draw the attention of management (or appointed persons) to any dangerous machinery, equipment, conditions or practices.
- Co-operate fully in the investigation of accidents or incidents and with the introduction of any measures that may be taken to prevent recurrence;

- Not do anything that is believed to be dangerous or poses a significant health and safety risk to themselves or others with a duty and right to refuse to do such activity until further investigation. *If in doubt, don't.*
- Work together with the management of Reaching People to achieve safe and healthy working conditions and comply with all health, safety and environmental protection policies, procedures and requirements that may be in force.

Other Responsibilities

Whilst overall responsibility for Health and Safety is that of the Reaching People Board of Trustees, day-to-day responsibility is delegated to appropriate paid employees and others deemed competent.

Sub-contractors or any individuals/organisations that use our premises/provide services for Reaching People must also comply with all relevant health and safety requirements and take reasonable care for themselves and others who may be affected by their work or activities.

All Reaching People employees and other visitors to the building should familiarise themselves with and abide by all displayed or circulated instructions about Health & Safety, including Fire Safety and location and operation of Fire Fighting equipment.

Any general questions, comments or concerns regarding Health and Safety should be addressed in the first instance to the CEO.

Reviewed and amended October 2019

Signed