



## Health and Safety Policy

### 1. Purpose

Just42 Ltd accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees, volunteers, members, guests etc while in the organisations premises or on organisation business.

Just42 Ltd also recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

To this end the Just42 Ltd will:

- Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy
- Consult with our employees on matters affecting their health and safety
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- Ensure that minimum standards that will be adopted by Just42 are those required by law, although Just42 will always seek to exceed these where there is a demonstrable benefit.
- Provide so far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence from risk to health in handling and storing articles and substances in line with COSHH requirements.
- Minimise the risk of accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees.
- Ensure that the premises under Just42's control are maintained as far as is reasonably practicable, safe and without risk to health and with adequate access and egress.
- Make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees' welfare at work.
- Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or other emergency.
- Make risk assessments periodically and issue corrective instructions

- Ensure Health and Safety encourages direct service user involvement through provision of informational literature (user handbooks, information posters) and reporting systems (maintenance and safety recording folders)

The day-to-day administration of the policy shall be the responsibility of the Charity Manager. He or she may, in clearly defined terms, delegate such authority in writing to the staff member of any of the premises administered by the Organisation. He or she shall be responsible for bringing such items as are covered by the Health and Safety at Work Act, 1974, and by this policy, to the attention of the Trustees.

The day-to-day responsibility for safety in the premises will be vested in the respective duty staff and or activity leaders according to the circumstances of the respective venues. They shall be responsible for ensuring that any known safety defects or deficiencies are rectified or are brought to the attention of the Charity Manager. The Charity Manager shall be responsible for ensuring the periodic testing and recording of the test of the fire appliances and the emergency escape procedures.

This Policy is written with particular consideration to the following legislature and regulations and Just42 believes that this policy meets the following listed requirements:

- H&S at work act 1974
- Disability discrimination act 1995

## **Delegated responsibilities**

The overall responsibility for Health and Safety has been delegated to the Charity Manager by the Trustees.

Delegated responsibilities are intended to be as follows but the Charity Manager has the right to vary in writing, these responsibilities at any time.

The Youth & Children's work Managers will deputise for this responsibility in his/her absence.

Those designated above will be responsible for risk assessment, identifying training courses, carrying out safety inspections, monitoring of implementation of Policy. They will also report to the Charity Manager all accident report entries, all reports coming under the terms set out in RIDDOR and all problems identified in supervision & staff meetings.

## **2. Persons affected**

This policy applies to all staff, paid or unpaid, users and guests.

### **Contractors**

All contractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy for Health and Safety.

All sites which are not Just42's premises on which volunteers and staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy on Health and safety.

## **3. Definitions**

As set out in accompanying procedures. This policy is to be read in conjunction with the following policies and procedures;

Risk Assessment

Misuse of drugs

Lone Working

## 4. Responsibilities

Just42 Ltd, in accepting its responsibilities, calls upon employees, volunteers, users and guests to:

- take reasonable care of their own health and safety and of the health and safety of their fellow employees, residents, members and visitors to the Organisation's premises who may be affected by their acts and omissions.
- report all health and safety concerns to then appropriate person as shown in item no 2 of this document.
- co-operate with the senior staff in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures.
- not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare.

Just42 reserves the right to discipline persons contravening any of the sections above.

## 5. Procedure

Detailed procedures are attached.

It is the responsibility of all employees, volunteers, users and guests to:

- assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the Just42's premises.
- familiarise themselves with all aspects of the Just42's Health and Safety policy, including departmental regulations.
- obey all instructions given by the Trustees, for the protection of its employees, members and guests.
- undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.
- adhere to the Manufacturers, Suppliers and Organisation instructions when using lifts, hoists and all forms of electrical and mechanical equipment used on Organisation premises.
- undertake maintenance of or repair of electrical or mechanical equipment only if authorised.
- use protective clothing, safety guards and all other aids supplied by the Just42 for specific tasks.
- study and be familiar with Just42's regulations in regard to Fire Precautions and other Emergency procedures.
- be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- ensure that items of personal electrical equipment used on the premises have first been tested by the maintenance adviser and authorised as safe to use. This is for insurance purposes.
- ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.

- not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or stair wells.

## 6. Verification

A three-person task group comprised of Trustees will make a personal inspection of the appropriate premises, procedures and records.

Date Adopted	Dates amended