

	Date Created:				
			Author:	Gavin Silver	
	Version No.				
	4	Review Date	Approved by	Approval Date	Next Review

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

HEALTH & SAFETY AT WORK ETC. ACT 1974 AND RELEVANT REGULATIONS

1. Purpose of Policy

Wheatsheaf Trust undertakes to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees: also to provide all the information, training and supervision they need for this purpose.

The Trust equally accepts its responsibility for the health and safety of other people who may be affected by its activities.

This policy sets out in general terms, how Wheatsheaf Trust intends to fulfil these responsibilities.

2. Detailed Policy Statement

The arrangements for the implementation of this policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. As a result, the Trust undertakes to review the policy and the way in which it is implemented at least once a year.

Responsibilities

Overall responsibility for health and safety policy and procedure in the company rests with the Chief Executive. He reports to the Board of Trustees on Health and Safety issues at their quarterly meetings and brings all recorded accidents to their attention on an annual basis.

All employees have a joint responsibility for ensuring healthy and safe working conditions, and for taking reasonable care of themselves and others.

Individuals who notice a health or safety problem which they cannot put right themselves, must report it immediately to their line manager so that remedial action can be put into effect without delay.

General arrangements

The detailed arrangements for the implementation of health and safety arrangements in our workplaces will be displayed on staff notice boards and/or made available individually to those who do not have a permanent office base. It is important that all staff read this information and follow any procedures laid down for minimising risk.

In each workplace the relevant first aid personnel will be identified and their names prominently displayed on staff noticeboards. Those personnel will be trained to the appropriate standard and receive refresher training at the advised intervals. First aid equipment will be kept up to date and its location made known to staff via notices on the boards.

Staff and members of the public will be made especially aware of the need to avoid slips and trips by the siting of warning notices and the appropriate siting of equipment to avoid causing obstructions.

	Date Created:				
			Author:	Gavin Silver	
	Version No.				
	4	Review Date	Approved by	Approval Date	Next Review

The Trust will arrange for maintenance and, when necessary, examination and test of plant and equipment such as electrical equipment. Where this is the responsibility of another body, eg. the landlord in a leased building, the Trust will co-operate with such maintenance and testing and inform the landlord of any possible defects.

Accident books will be kept in each work location in which any accidents to staff or members of the public must be recorded. Where those incidents are reportable under RIDDOR then the Operations Manager (Chief Executive in his / her absence) will ensure that the report is submitted.

Fire evacuation procedures will be displayed prominently in all workspaces, particularly in areas where members of the public are present. These will include named fire wardens for each part of the building and action to be taken in an emergency. Fire alarms and evacuation procedures will be tested regularly as necessary and as recommended in official guidance.

In the event of a health and safety emergency the staff member who is first aware of it must report it to their line manager. If the line manager is unavailable then it should be reported to the Operations Manager or Chief Executive who will take appropriate action.

Risk assessment

Regular assessments of risks in the workplace will be undertaken by members of staff competent to do so, and recommendations made where appropriate to a member of the management team for actions to minimise risks identified. Risk assessments will include reference to causes of stress for staff and measures to ameliorate these. Staff will be encouraged to identify any stress related issues at regular one to one meetings with their line manager. Managers will also support staff who have issues with occupational health and reasonable measures will be taken to ensure that they are able to undertake their duties in a way that does not unduly affect their health. It is important that all staff undertake their work in a way which will not cause any undue risk, and to undertake any training specifically recommended by the company.

3. Applicability

This policy applies to all staff, clients and visitors.

4. Getting Help

If you need advice or support in relation to this policy, there are a number of sources of support available to you. Please contact your manager in the first instance.

5. Related Policies

Personal Safety and Lone Working Policy & Procedures

6. Implementation Procedures

The Trust's Health and Safety policy will be updated on an annual basis and as best practice develops, case law and statute develops