



# **Colne Valley Help Health and Safety Policy**

**May 2021**

Review date before: 19 May 2023

# Colne Valley Help – H&S policy

## Outline

This document is a statement of the aims and principles of the charity, for ensuring the safety of its trustees, volunteers, users and staff.

## Introduction

Colne Valley Help (afterwards referred to as CVH) needs to ensure that adequate training, procedures and checks are in place to keep all its users from harm.

Our designated H&S officer is Trustee Richard

In summary the policy will cover:

- Safe work practices, preventing accidents
- Managing H&S risk through completing templates / training
- Provide protective equipment where needed
- Maintain safe and healthy work conditions
- Manage emergency incidents effectively

## Control Measures

Measures that will avoid or control the level of risk associated with helping people in need must be reviewed. This may include instruction, training, supervision or protective equipment

- Potential risks are assessed using templates
- Adequate training is given and recorded for all workers of the charity
- Communication of all identified potential issues is made clear
- Service users are kept safe following identifying potential hazards on templates
- Safe evacuation of the site(s) is communicated at induction and tested periodically
- All workers are expected to take reasonable care to manage their own H&S and to report new potential hazards to the trustees.

## Policy Statement

The board of Trustees and Management are committed to:

- Working to best practices and statutory requirements ensuring effectiveness and compliance under the Health and Safety Policy

Those with specific responsibilities for implementing the policy shall do so by:

- Clear job descriptions / training
- Review safe practices with designed templates

Staff and volunteers associated with this policy should follow the requirements of the H&S templates and other associated policy documents.

### **Status of this Policy**

This policy does not form part of the contract of employment for staff, or membership of the Trust, but it is a condition of employment that employees / charity members / volunteers / trustees will abide by the rules and policies made by the Charity from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

### **Conclusion**

This policy is compliant with the Human Rights Act (1998) to intervene to protect the rights of citizens. Also, the Children Act (1989) makes it clear that the welfare of the child is paramount and that everyone involved in the care of children has a responsibility to protect those children from harm.

Any deliberate breach of the H&S Policy may lead to disciplinary action being taken, or even to a criminal prosecution.

This policy was formally agreed and adopted by the Board of Trustees of CVH and will be reviewed within 2 years by the board of trustees.

Approved at board meeting of 18/06/21