

## **HEALTH and SAFETY**

### **Appendix 2: Health and Safety**

The Society is committed to providing a safe working environment for its staff, customers and business partners. The person responsible for co-ordinating Health and Safety matters is the Membership Secretary. Members of staff are informed about Health and Safety policy at Induction and, thereafter, any reviews or changes are intimated by the Executive Officer or by notices in the work place.

Details of our health and safety general policy and our statement of intent are included below.

### **Health & Safety General Policy**

Society believes that one of its most important functions is the prevention of accidents and ill health. We do not wish any of our employees or any other person to suffer as the result of our activities or work processes. To this end, we intend to comply with all health and safety legislation, Codes of Practice, guidance and best practice work methods, in accordance with the Health and Safety at Work Act 1974.

The health and safety policy and any manuals we prepare indicate the ways in which the Society intends to meet legal requirements.

As an employer, legislation requires a statement of general policy with respect to the health and safety of our employees, along with details of the organisation and arrangements we have set up to carry out the policy.

So far as is reasonably practicable, therefore, we provide:

- a safe system of work
- safe plant and equipment
- safe means of handling and transporting articles, substances and people
- adequate training, instruction, information and supervision
- a safe place of work with safe access and egress
- a safe and healthy environment
- adequate welfare facilities.

So far as is reasonably practicable, we ensure also that the way we carry out our work does not affect the health and safety of persons who are not our employees, for example, visitors and contractors.

We recognise also that where we produce articles and substances for use at work, or we erect or install any plant or equipment, we have a duty to ensure the health and safety of those who use them and to make available all the required information for their health and safety.

We remind all our employees of their duty to look after their own health and safety, to ensure they do not endanger others and to co-operate with us, as their employer, in meeting our legal obligations.

## **Health & Safety Statement of Intent**

It is our firm intention to enforce appropriate measures to control and monitor health and safety procedures as a vital part of running the Society as an efficient and successful operation. So far as is reasonably practicable, therefore, the Society will:

- ensure that equipment and working practices are safe and offer no hazard and/or risk to health and safety
- ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees
- maintain all places of work, work equipment and transport under its control in a safe condition, free from risk to health and safety
- provide adequate facilities for the welfare of employees
- safeguard the health and safety of visitors, contractors and of any members of the general public who could be affected by its activities
- provide all necessary information relating to health and safety in respect of procedures and services and, where necessary, will consult with employees
- review and update the policy as and when necessary particularly in respect of major changes within the Society and/or changes in legislation and brings these changes to the attention of all employees
- ensure that all employees are mindful of their health and safety responsibilities and co-operate with the Society in its efforts to fulfil the above policy
- ensure the policy is monitored in the workplace

## **Health and Safety policy practical application**

The Society will ensure that regular checks and testing will be carried out on all relevant systems, equipment and procedures as required by legislation.