

1. INTRODUCTION

Rett UK's Health and Safety policy defines how it will effectively manage its health and safety responsibilities to:

- prevent accidents and cases of work-related ill health;
- provide adequate control of health and safety risks arising from work activities;
- provide adequate training and information to ensure staff and volunteers are competent to carry out their work safely;
- engage and consult with employees on day-to-day health and safety conditions and provide advice and support;
- implement emergency procedures, especially evacuation in case of fire or other significant incident;
- maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances.

2. PURPOSE AND OVERALL AIM

The organisation recognises and accepts its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 Health and Safety (Consultation with Employees) 1996 and other relevant legislation. The purpose and overall aim of the policy is therefore to ensure that all aspects of this Health and Safety Policy and any relevant procedures are effectively complied with.

3. OBJECTIVES

In order to achieve the purpose and overall aim, the following objectives will be delivered to:

- promote standards of health, safety and welfare that, as a minimum, comply fully with the terms and requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and approved codes of practice;
- develop awareness and individual responsibility for health and safety amongst employees and volunteers at all levels;
- encourage full and effective consultation on health and safety matters;
- provide all employees and volunteers with the information, instruction, training and supervision they need to work safely and effectively;
- maintain a healthy and safe working environment for employees and volunteers with adequate facilities and arrangements for their welfare.

4. ROLES AND RESPONSIBILITIES

Board Members

- Regularly monitor health and safety issues and supervision of the CEO to ensure all relevant legislation is being adhered to.

CEO

- Overall and final responsibility for the delivery of the organisation's Health and Safety policy and its accompanying procedures.
- Support for staff and volunteers who take on responsibilities for the effective delivery of specific areas of health and safety tasks, for example monitoring, arranging training and ensuring regular equipment maintenance.

Office Manager

- Ensure that all relevant machinery/equipment is regularly serviced (e. g. fire alarm, fire extinguishers, PAT testing, first aid kits) and any certificates displayed where required.
- Identifies health and safety induction / training requirements and source courses for relevant staff and volunteers.
- Deputises for the CEO when they are not on site in any health and safety emergency.

Staff and Volunteers (including: staff, volunteers, contractors, work experience students, young people, visitors, members of the public, casual labour working on our behalf)

- Co-operate with managers on all health and safety matters.
- Do not intentionally or recklessly interfere with or misuse anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of other staff and volunteers, including wearing any required personal protective equipment.
- Participate in any required training, meetings and other activities (risk assessments, tests) to ensure you are up to date with requirements
- Report all health and safety accidents or concerns to the CEO or to the Office Manager in their absence, who will ensure that individuals are cared for and/or concerns are addressed.

5. RISK MANAGEMENT

Management of risk is key to effectively reducing health and safety issues and improving the health and safety of all those involved in the delivery of the organisation's projects, events and services.

Risk assessments will be regularly reviewed and updated as required, with new assessments developed as required.

6. MONITORING AND REVIEW

Regular maintenance of the policy and procedure will ensure that the organisation complies with any changes in legislation and best practice and managers are aware of their current responsibilities with regard to learning and development of staff or volunteers. This will be monitored through the organisation's Strategy and Policy Register, which timetables review and potential updates required for each strategy/policy, with results of any changes reported to the following Executive Committee meeting.

10. EQUALITY AND DIVERSITY

In operating its Health and Safety policy and procedure, the organisation will ensure the safety and health of all staff and volunteers. Specific requirements for individual with 'protected characteristics', as defined in the Equality Act 2010, will be put in place as required, following a risk assessment, to enable these individuals to work safely and maintain their health.

11. RELATED POLICIES AND PROCEDURES

- Learning and Development Policy
- Accident Record Book
- Supervision Policy
- Health and Safety Procedures
- Risk Assessment Form
- Fire Evacuation Procedure Form