

## Health and Safety Policy

*A copy of this policy must be made available to all employees  
and permanently displayed in the workplace*

### **1. Introduction**

- 1.1 The Health and Safety at Work Act 1974 requires employers to ensure that employees and non-employees are not exposed to risk as far as is reasonably practicable whether at the organisation's premises or at any site or temporary workplace.
- 1.2 Under the Management of Health and Safety at Work Regulations 1992, The Intercom Trust, like other voluntary and community organisations and other employers, must:
  - a. Assess risks to the health and safety of employees, volunteers, and anyone else that may be affected by its work activity.
  - b. Make arrangements for putting into practice the health and safety measures that follow from the risk assessment.
  - c. Provide appropriate health surveillance and monitoring for employees where the risk assessment shows it to be necessary.
  - d. Appoint competent people to help devise and apply measures needed to enable the Trust to comply with its duties under health and safety law.
  - e. Provide employees with information and instruction they can understand about health and safety matters.
  - f. Make sure its employees have adequate health and safety guidance and training and are capable at their jobs to avoid foreseeable risks.
  - g. Provide temporary employees with sufficient health and safety information to meet their special needs.
- 1.3 This Policy Statement sets out how The Intercom Trust will meet these obligations.

### **2. Responsibilities**

- 2.1 There is a delegated officer responsible for all health, safety and welfare matters for Intercom employees and volunteers in accordance with the Health and Safety at Work Act 1974 and any other relevant Acts plus regulations made under them or under any relevant EU Regulations. This officer is currently Paul Roberts, the Trust's Lynx SouthWest Project Manager.
- 2.2 The delegated responsible officer will take all reasonably practical steps to meet her/his obligations to ensure that:
  - a. Health and Safety arrangements are properly managed and co-ordinated.
  - b. A system of health and safety audits and inspections of areas of work is established and maintained.
  - c. S/He receives summaries of regular health and safety audits and safety inspections.

- d. S/He implements, as far as is practicable, recommendations contained with health and safety inspections.
  - e. S/He is informed of and agrees appropriate and practicable policy amendments for ensuring the health and safety of employees and visitors to Intercom premises.
  - f. Sufficient information, instructions, training and supervision are provided to enable all employees to work safely, avoid foreseeable risks and hazards and contribute positively to their own and others safety and health at work.
- 2.3 The delegated officer has particular responsibilities for the implementation of the Trust's Health and Safety policy:
- a. To be aware of all Health and Safety legislation relating to the Trust's area of work.
  - b. To undertake health and safety audits and inspections, including the investigation of accidents and "near misses", and to submit such reports to the Executive Director.
  - c. To implement the required revisions, approved by the Executive Director and Trustees where appropriate, to ensure a safe and health working environment.
  - d. Ensure that contractors and consultants are made aware of any work in accordance with this policy and any relevant codes of practice and guidelines adopted by the Trust.
- 2.4 Staff with management responsibilities will:
- a. Ensure the effective implementation of this Health and Safety Policy as it effects the staff and areas under their control.
  - b. Devise, implement and maintain safe systems of work and monitor new and existing systems to ensure they are complied with by all employees.
  - c. Co-operate in arranging health and safety audits and safety inspections of the areas under their control.
  - d. Co-operate in the training, instruction and dissemination of information to employees associated with health and safety at work.
  - e. Inform employees of foreseeable health and safety hazards they may encounter in the course of their work and the necessary precautions to be taken.
- 2.5 All employees will be expected to:
- a. Have due regard to the safety of themselves, other employees and visitors.
  - b. Keep themselves aware of current policies and codes of practice relating to health and safety at work.
  - c. Observe all safety procedures as they affect work being undertaken.
  - d. Use the safety equipment provided.
  - e. Report to their manager any hazard, accident or dangerous occurrence during work, whether personal injury is involved or not and whether it occurred on Intercom premises or elsewhere.
  - f. Co-operate with management in inspections and in creating and maintaining a safe working environment.
  - g. Attend health and safety training as instructed.
  - h. Co-operate with fire and security drill arrangements.
- 2.6 No employee shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

### **3. Consultation**

- 3.1 Consultation on the implementation of this policy, any codes of safe working practice and any other aspects of health, safety and welfare shall be through the Trust's existing supervisory, management and operational procedures.
- 3.2 The Intercom Trust welcomes participation and consultation with trade union representatives on all issues including all those related to Health and Safety.

### **4. Review**

- 4.1 This policy will be reviewed annually (at the least) and amended and/or augmented when necessary.