



# HEALTH AND SAFETY POLICY

## IVER GOOD NEIGHBOURS SCHEME

### Introduction

It is the policy of Iver Good Neighbours Scheme (GNS) to provide and maintain safe and healthy working conditions, equipment and systems of work for all volunteers, trustees, users and visitors. In order to achieve this aim, Iver GNS undertakes to provide any such information, training and supervision as is necessary.

All volunteers, trustees and visitors are responsible for ensuring that they do not endanger the health and safety of others.

The allocation of duties for safety matters and detailed arrangements for implementation are set out below. Allocation and arrangements will be reviewed annually to ensure that they remain appropriate to Iver GNS.

Iver GNS undertake to co-operate fully with the Health and Safety Executive (HSE) and, if required, will provide them with facilities and information to enable them to carry out their duties.

The implementation of this policy shall be carried out in conjunction with all other Iver GNS operational policies and operate in conjunction with those of premises which they share with others.

A copy of this statement will be issued to all volunteers and trustees, who must confirm, by signature, it has been received, read, understood and will be complied with. The Health & Safety Policy will be explained during the induction process. A copy of this statement will be kept on file in the offices of Iver GNS along with supporting Health and Safety policies. The statement will be made available on request.

### Responsibilities

The committee at Iver GNS are ultimately responsible for health and safety matters at Iver GNS. However, the delegated Health & Safety Officer is responsible for ensuring adherence to the day to day implementation of this policy.

#### **The delegated Health and Safety Officer is – *scheme to confirm***

The responsibilities of the Health & Safety Officer include:

- Accident reporting
- Fire precautions
- Buildings and office environment, and
- Providing information, advice, recommendations and guidance on all aspects of Health & Safety in accordance with the Health and Safety at Work Act 1974.

The Health & Safety Officer **must** maintain a summary of the respective check lists which confirm that the monthly checks have been carried out and effective action taken to comply with the Health & Safety at Work Act 1974. An annual report on Health & Safety will be presented to the Trustees.



## HEALTH AND SAFETY POLICY

All volunteers, trustees and visitors have a responsibility to co-operate with their line manager and the Health and Safety Officer to ensure a healthy and safe workplace, and to take reasonable care of themselves and others.

### **Moving and handling**

In accordance with the Manual Handling Operations Regulations 1992, no volunteer or trustee should be asked to move unreasonably heavy loads (taking account of their size & height).

Any person undertaking moving and handling of loads should ensure that they are not at risk from sharp edges, splinters or projecting objects. Protective gloves should be worn if necessary.

### **Violent situations/ Working safely outside the office**

See Lone Worker and Personal Safety Policy.



# HEALTH AND SAFETY POLICY

## IVER GOOD NEIGHBOURS SCHEME

### APPENDIX 1 – HEALTH AND SAFETY POLICY – CONFIRMATION SLIP

Name: \_\_\_\_\_

I have received, read, understood and agree to comply with this Health and Safety Policy Statement as it applies to my work and terms of employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Health & Safety Officer/Chairman