

Adopted: 25<sup>th</sup> April 2017

Reviewed: January 2018

## HEALTH & SAFETY POLICY

### 1.1 Purpose

Age UK Cambridgeshire & Peterborough (AUKCAP) will ensure, so far as is reasonably practicable, the health and safety of all members of staff, volunteers and others who come into contact with our organisation's activities, and will also exercise its duty of care in respect of the health and safety of all persons visiting AUKCAP's premises.

AUKCAP's principal health and safety objectives are to avoid all accidents and to ensure no one suffers ill health as a result of working for, or receiving a service from, AUKCAP.

This policy provides an overall framework, which has been and will be built upon to create a health and safety programme appropriate to the activities of AUKCAP as a whole.

### 1.2 Scope

This policy applies to all employed staff and volunteers and it will be included in their induction packs.

### 1.3 Definitions

3.1 "The Organisation" refers to Age UK Cambridgeshire & Peterborough (AUKCAP).

3.2 "Employee" refers to any worker, whether paid or voluntary.

3.3 "Users" (Service Users) refers to those who directly or indirectly use any one of our services. They may be individuals or other organisations.

### 1.4 Responsibilities

This section outlines the Health and Safety responsibilities of key personnel in the organisation. These people will create a positive culture that ensures participation and involvement at all levels.

#### **The Chairman:**

The Chairman has overall responsibility for all AUKCAP operations.

The Chairman is responsible for ensuring that:-

- The Board achieve AUKCAP's Health and Safety objectives
- Responsibilities are appropriately delegated
- Suitable measures are implemented
- Setting a personal example

### **The Board (Trustees):**

The Board is responsible for:-

- Ensuring AUKCAP's operations comply with Health and Safety requirements
- Ensuring Health and Safety are incorporated into the future plans, and day to day activities with suitable preventative and protective measures.
- Considering regular reports and monitoring of Health and Safety.
- Making resources available to address Health and Safety issues.

### **The Chief Executive:**

The Chief Executive is responsible for:-

- Ensuring the effectiveness of Health and Safety policy and procedures, ensuring these are regularly appraised to identify any necessary changes.
- The overall Health and Safety of all employees.
- Ensuring that all operations are performed in accordance with Health and Safety policy and procedures.
- Ensuring protective and preventative measures are implemented.
- Progress and issues relating to Health and Safety are reported to the Board and resources are sought from the Board to address Health and Safety issues.
- Setting a personal example.

### **The H&S Manager:**

The H&S Manager is responsible for the day to day implementation of the H&S Policy and for monitoring safety matters generally throughout the Organisation's premises.

The H&S Manager's responsibilities include:

- Providing the Chief Executive with information and advice on implementing current legislation and regulations.
- Providing advice and guidance on health and safety matters to all members of staff.
- Ensuring Employees are provided with adequate Health and Safety training.
- Developing policies, safety management plans and procedures, including emergency procedures.
- Devising and implementing a risk assessment system in all premises in which the Organisation operates.
- Leading the investigation of accidents, incidents, near misses and cases of potentially work related ill health and ensuring that reporting, recording and remedial actions are carried out.
- Monitoring safety performance within the organization and recommending improvements when necessary.
- Staying up to date with current legislation, technology and standards.
- Setting a personal example.

### **Line Managers:**

Line Managers are responsible for ensuring within their areas:-

- That channels are maintained for effectively communicating information regarding Health and Safety.
- The day to day compliance with Health and Safety requirements.
- The maintenance of areas and equipment in a condition that's safe and without risk to health, so far as is reasonably practical.
- That Employees are provided with adequate Health and Safety training.
- That recommendations on Health and Safety, including future action and resource needs, are made to the Chief Executive and the H&S Manager.
- Setting a personal example.

### **Employees:**

Employees are the most important asset of AUKCAP. AUKCAP will do all that is reasonably practical to safeguard their well-being. However, employees also have a responsibility for the Health and Safety of themselves and others.

Employees shall:-

- Work in accordance with instruction and training, as appropriate to their role.
- Correctly use any protective clothing and equipment provided.
- Identify and bring to the attention of line Managers any work situation which may be considered hazardous including any shortcomings in protective arrangements.
- Keep their workplace clean and tidy.
- Set a personal example.

### **1.5 Statement of Intent:**

- ◆ The organisation will comply with all relevant legislation which is designed to ensure good standards of health and safety.
- ◆ The organisation will ensure as far as reasonably practicable, safe and healthy working conditions, safe plant, equipment, vehicles and systems of work. Appropriate protective clothing and equipment will be provided as necessary.
- ◆ The organisation will provide such information, training and supervision as are necessary to ensure health and safety at work and make the necessary funds available.
- ◆ The organisation requires the full co-operation of its Employees and Volunteers in meeting their objectives.
- ◆ Responsibility for health and safety at work within the organisation and its workplaces lies ultimately with the Chairman of the Board of Trustees. He/she delegates responsibility for the overall organisation and administration of health and safety to the Chief Executive, who then delegates responsibility to the HR Manager and line managers of services/premises on a day to day basis.

