

HEALTH AND SAFETY POLICY

1.1 PURPOSE

AGE UK CROYDON is a registered charity no. 1081013 and a registered company no. 3921436. AGE UK CROYDON TRADING LIMITED, registered company no. 5792724 is a wholly owned subsidiary of AGE UK CROYDON. All Policies and Procedures apply to both companies.

AGE UK CROYDON is an equal opportunities employer and any discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation will not be tolerated.

Age UK Croydon (AUKC) 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 to also exercise its duty of care in respect of the health and safety of all persons visiting AUKC premises.

AUKC's principle 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 AUKC.

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 AUKC as a whole.

1.2 Scope

This policy applies to all employed staff and volunteers: All staff and volunteers will read this policy as part of their induction. It will also be displayed for all service users.

1.3 Definitions

- a) The "Organisation" refers to Age UK Croydon (AUKC)
- b) "Employee" refers to any worker, whether paid or voluntary
- c) "User" (Service Users) refer 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 Chair

The Chair has overall responsibility for all AUKC operations. The Chair is responsible for ensuring that:

- The Board achieve AUKC'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 AUKC's operations comply with Health and Safety requirements;
- Ensure 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 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.

Line Managers

Line Managers are responsible for ensuring the following, within their areas of responsibility:

- Channels are maintained for effectively communication information regarding Health and Safety;
- Communication channels are maintained effectively to allow for the prompt reporting of any issues or updates relating to Health & Safety;
- Day to day compliance with Health and Safety requirements;
- Maintenance of equipment and areas alike, to ensure a safe and risk free environment to all employees and service users;
- Employees are provided with adequate Health and Safety training, relevant to their role;
- Recommendations on Health and Safety, including future action and resource needs, are made to the Chief Executive;
- Setting a personal example.

Employees

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

Employees are responsible for:

- Working in accordance with instruction and training, as appropriate to their role;
- Correctly using any protective clothing and equipment provided;
- Identifying and reporting Health and Safety hazards or potential issues to their Line Manager;
- Keeping their workplace clean and tidy;
- Setting 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 to provide all employees with safe and a healthy working conditions. This includes safe equipment, vehicles and systems of work,
- Appropriate Personal Protective Equipment will be provided as necessary.
- The organisation will provide any information, training and supervision as is necessary to ensure health and safety at work.
- The organisation requires the full co-operation of Employees, Service Users and others in meeting their objectives.
- The organisation expects that all Employees, Service Users and members of the public will respond to their corresponding duty of care to look after their own health and safety and that of others who may be affected by their acts or omissions.

1.6 Arrangements:

A manual has been established that covers all health and safety aspects for AUKC operations. This will be continually developed to control activities in a safe manner and without risk to health or safety. The safety manual has two levels:

Level One	Health and Safety Policy
Level Two	Health and Safety Procedures

The Health and Safety Manual defines and documents how the requirements for health and safety will be met.

Monitoring and Review

The health, safety and welfare management system will be audited on a routine basis to ensure continual improvement of health and safety standards.


The implementation and effectiveness of this policy will be monitored by the Chief Executive, not less than annually. The Board of Trustees will also review the policy itself regularly (not less than annually) and recommend and implement action to ensure the policy is up to date and compliant with current legislation and guidance.

Adoption of this policy by the Board of Trustees:

Deborah McCluskey, Chair of the Board of Trustees of Age UK Croydon

Signature: *D. McCluskey*

Date: 19th November 2019

Date this policy came into effect, approved by the Board of Trustees	Date 19th November 2019 Name D. McCluskey Signature <i>D. McCluskey</i>
Next Review Date as agreed by the Board of Trustees	Date
Name or position of person responsible for this policy	Name A. Silk Signature  Position. Commercial Director
Other related policies	Appraisal Complaints Confidentiality Equality & Diversity Lone Working
Relevant legislation	Health & Safety at Work Act 1974
Useful information	www.hse.gov.uk www.nashics.org