

Health and Safety Policy

1. Introduction

- 1.1. The Health and Safety at Work Act 1974 promotes ways of working which ensure the health, safety welfare of all concerned with our work activities.
- 1.2. From time to time various changes are made to this legislation. The link to the most updated version as well as the original version is <http://www.legislation.gov.uk/ukpga/1974/37/contents> . Associated documents and links to further legislation can be found by clicking the more resources tab on the website
- 1.3. The purpose of this policy is to emphasize the commitment of the Board and Chief Officer of Age UK Merton and to recognize the obligation placed upon us under the Health and Safety at Work Act 1974. Also to outline the management structure, organization and arrangements for the management of health and safety.

2. Statement of Intent

- 2.1. Age UK Merton considers that the health and safety of staff (incl. Volunteers) and all those affected by our undertakings is of importance. It is Age UK Merton policy, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all its employees, to protect people working under its control [including outside contractors] and visitors [including members of the public] from foreseeable hazards arising out of the performance of its functions.
- 2.2. In order to carry out this general duty the particular aims of Age UK Merton are, so far as is reasonably practicable, to provide and maintain safely and without risk to health:
 - 2.2.1. Those places of work under its control, including appropriate means of entry and exit.
 - 2.2.2. Plant and equipment.
 - 2.2.3. Arrangement for using, handling, storing and transporting articles/substances.
 - 2.2.4. A working environment for staff which has adequate first aid provisions and welfare provisions/arrangements
 - 2.2.5. Age UK Merton seeks also to provide as far as reasonably practicable:
 - 2.2.6. Instruction, training and supervision as necessary to ensure the health and safety at work of staff.
 - 2.2.7. Safe system of working and the removal of hazards/potential hazards particularly bearing in mind the needs of elderly and vulnerable clients using the centre.

- 2.2.8. Fire prevention measures and fire and other emergency procedures which are clearly brought to the attention of staff, volunteers and others using the centre.
- 2.2.9. A system of notification of accidents, including methods of recording and investigating.
- 2.2.10. Sufficient and suitable assessments of risks which affect its employees and those affected by Age UK Merton undertakings. Where necessary records of these risk assessments will be maintained, reviewed and periodically monitored.
- 2.3. Furthermore Age UK Merton seeks the involvement of all staff in creating a health and safety conscious environment and consultation with staff concerning its health and safety arrangements.
- 2.4. To meet these duties and obligations on behalf of Age UK Merton, the co-operation of all managers and staff shall be sought. Appropriate disciplinary action will be considered against any person who fails to conform to the duties and responsibilities herein stated.
- 2.5. Age UK Merton will review this health and safety policy and the organization and arrangements contained within its appendices every three years, so as to ensure they are up to date and effective and to ensure that this policy and any subsequent revisions are brought to the attention of employees.

3. Age UK Merton: Responsibilities for Health and Safety

- 3.1. Overall responsibility for health and safety rests with the Board of Trustees with day to day responsibility delegated to the Chief Executive. Furthermore, all individuals at every level also have responsibilities for ensuring the health and safety policy is implemented.

3.2. Chief Officer Responsibilities

- 3.2.1. The Chief Officer is responsible for coordinating the health and safety policy in relation to all staff and visitors to Age UK Merton premises and those affected by its undertakings. The Chief Officer is responsible for the safe maintenance of the premises, that risks have been assessed, ensuring that staff are adequately trained , consulted with about health and safety conditions and advised about occupational health. Operational management of Health & Safety in the Centre is delegated to Centre Manager.

3.3. Managerial Responsibilities

- 3.3.1. Every staff member who has managerial responsibilities is responsible for their staff and/or work areas, including special projects, remote workplaces and house based workers. Managers are responsible for the day-to day implementation of health and safety provision, carrying out the specific duties within guidelines set by Age UK Merton.

3.3.2. Management responsibility includes ensuring so far as is reasonable practicable that the health and safety policy is effectively implemented in all functions under their control.

3.4. Employee Responsibilities

3.4.1. Every employee has duties under the Health and Safety at Work Act. This includes taking reasonable care for health and safety of him/herself and any other person who may be affected by his/her acts or omissions at work; co-operating with Age UK Merton and its management to maintain a safe and healthy environment; not interfering with any systems, article or substance provided in the interests of health and safety at work

Date Implemented:	Future Review Dates					
	2016	2017	2018	2019	2020	2021
Date to be reviewed				√		
Date approved By Trustees	√					