



Health and Safety Policy Statement

Management of Age UK Surrey recognises that it has a legal duty of care towards protecting the health and safety of its employees/volunteers and others who may be affected by the charity's activities, and that all activities will comply with the Health & Safety at Work etc Act. 1974.

This organisation is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors and members of the public. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction, training & supervision as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee and all volunteers must co-operate with Age UK Surrey to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee and volunteer. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

This policy will be monitored at least annually to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.

Signed: _____  _____

(Chief Executive Officer)

Date: _____ 10th May 2023 _____

Organisational responsibility

The responsibility for all employees/volunteers and others working for the charity lies with the senior representative of the charity in charge of them, namely the Chief Executive Officer, Sue Zirps. Within that responsibility the senior representative will particularly ensure Age UK Surrey commits to the following:-

- establish and implement a health and safety management system to manage the risk associated with our premises and activities
- regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement
- provide sufficient resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our activities
- actively promote an open attitude to health and safety issues, encouraging staff/volunteers to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment
- communicate and consult with our staff/volunteers on all issues affecting their health and safety and, in doing so, bring this policy to their attention
- provide adequate training for our staff/volunteers to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out
- carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level
- maintain our premises and work equipment to a standard that ensures that risks are effectively managed
- ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled
- provide health surveillance for staff/volunteers where appropriate, and maintain records
- co-operate with other organisations in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff/volunteers from their activities, and that we comply with the relevant requirements of fire legislation

Management responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own areas of responsibility. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following.

- Ensuring that employees, volunteers, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, machinery and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance, testing and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity and bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.

Managers dealing with areas that are likely to be hazardous will be advised of any specific health and safety duties.

Employee/Volunteer responsibility

All employees/volunteers must:

- take reasonable care for their own health and safety
- consider the safety of other persons who may be affected by their acts or omissions
- work in accordance with information and training provided
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- report any hazardous defects in machinery and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- not undertake any task they are not trained or authorised to do

Health and safety assistance

Competent persons have been appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

Job titles and functions of these people include Health and safety officers, First Aiders, Fire Marshalls, Appointed Persons where applicable

The charity recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

First aid The company will maintain suitable numbers of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each service department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire marshals will be appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

Information and communication — We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.

Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety will be discussed.