

HEALTH AND SAFETY POLICY

Age UK Waltham Forest recognises that it has a legal duty of care towards protecting the health and safety of its employees, clients and volunteers who may be affected by its activities. In order to discharge its responsibilities, the management will:

- Provide an organisational structure that defines the responsibilities for health and safety.
- Ensure that the systems and procedures relating to this Policy statement are rigorously applied.
- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees and volunteers on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure the safe handling and use of hazardous substances.
- Provide information, instruction and supervision for employees and volunteers.
- Provide adequate training and ensure that all employees and volunteers are competent to do their tasks.
- Maintain safe and healthy working conditions.
- Satisfy itself that any organisation who is contracted to carry out work for Age UK Waltham Forest is able to demonstrate that it pays due regard to health and safety matters; and bring this Policy statement to the attention of all employees and seek their co-operation in supporting the management in its efforts to establish and maintain a safe and healthy working environment.

This Health and Safety Policy statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.

It is the responsibility of all employees and volunteers to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. Employees must therefore: Comply with any safety instructions and directions issued by Age UK Waltham Forest.

Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.

Co-operate with Age UK Waltham Forest to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on Age UK Waltham Forest

by or under any of the relevant statutory provisions is complied with.

Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.

Use equipment or protective clothing provided in accordance with the training you have received.

Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of Age UK Waltham Forest's health and safety procedures, rules or duties will be treated as serious or gross misconduct.

You have a responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of Age UK Waltham Forest's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

Overall and final responsibility for health and safety in Age UK Waltham Forest is that of: The Board of Trustees c/o The Chair. Age UK Waltham Forest, 58 Hall Lane, Chingford, E4 8EU.