



Health and Safety Policy

It is the policy of the Association of Carers to provide and maintain safe and healthy working conditions. From the viewpoint of safety at work, and in fulfilment of Section 2(3) of the *Health and Safety at Work etc. Act 1974*, the policy of the charity is to ensure the health, safety and welfare of all employees and others who may be affected by our operations.

The association will take all reasonable measures to meet this objective.

The Charity recognises its duty to develop a capacity to identify risks and to eliminate or control them, and to provide all training and information that is required.

The charity policy is, so far as is reasonably practicable to:

- Ensure that sufficient resources (e.g. people, time, money and facilities) are made available to ensure adequate control of the health and safety risks arising from our work activities.
- Ensure consultation with our employees on matters affecting their health and safety.
- Ensure the provision and maintenance of safe work equipment (WE).
- Ensure safe handling and use of substances.
- Ensure all employees are competent to do their tasks and to give them adequate information, instruction, supervision and training.
- Ensure duties that are required to implement the policy are given to competent employees.
- Ensure the prevention of accidents and cases of work-related ill health.
- Ensure maintenance of safe and healthy working conditions.
- Ensure access to competent health and safety advice.
- Ensure review and revision of this policy as necessary and at least every year.

A copy of the Health and Safety at Work Regulations is available in the office.

All staff should familiarise themselves with the contents.



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An assessment will be carried out every regularly by the Director of Charity to ensure a healthy and safe environment for everyone connected to the Association of Carers.

Employees/volunteers duty

Under the Safety at Work Regulations it is the duty of everyone, paid or unpaid, who assists in administering or delivering the services of the association, to take reasonable care. To be alert to the Health and Safety of themselves and other persons who may be affected by their acts or omissions, and to co-operate to ensure that the Association of Carers maintains a safe and healthy environment.

- Do not overload electrical points or trail wires across floors.
- Report any faulty equipment or fittings you consider to be a hazard.
- All accidents and near misses to be recorded in the accident book, kept by the Director of Charity.
- Ensure walking areas are free of obstruction and wipe up all spillages.
- Do not carry loads that are too heavy.
- Do not leave drawers or cupboards open.
- Do not obstruct or cover storage heaters.

This list is not exhaustive.

In case of fire.

Staff and volunteers should familiarise themselves with the fire procedure/exits at each location.

Leave the building by the safest exit doors, raise the fire alarm and call the fire Brigade.



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Only If you think it is safe to do so, and there is no risk to life then use an extinguisher to put out the fire. Extinguishers are situated throughout the office and building.

Be familiar with the exit point's situation of extinguishers and instructions for using these appliances.

Reviewed	Jan 2016					
Signature						