# Health and Safety Policy

## 1. General Policy Statement

TheO6 is concerned for the health, safety and welfare of all its staff, volunteers, project users and young people and is committed to fulfilling all that is required by the Health and Safety at Work Act 1974 (the HSW Act) and related Codes of Practice and regulations.TheO6 regards the promotion of health and safety matters as a mutual objective of all members of staff. TheO6 is, therefore, committed to do all that is reasonably practical to prevent personal injury and damage to property and to protect everyone, including the public, from foreseeable danger whilst at work on TheO6 premises or premises rented to TheO6.

## TheO6 will:

1. Provide and maintain safe and healthy working conditions in accordance with the relevant statutory requirements.
2. Provide integrated job and safety training for all members of staff[1].
3. Provide all safety devices and protective equipment required by statute, and ensure their proper use.
4. Ensure that all articles and substances purchased for use at work are safe, and where particular safety precautions are necessary, that full information is given by the suppliers.
5. Ensure that records of all substances and processes hazardous to health are kept and are available for inspection in accordance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH).
6. Maintain and encourage active interest in all aspects of health and safety including:
    a) ensuring regular safety inspections of all property.
    b) seeking and stimulating consultation and contributions from staff on safety matters.
    c) ensuring that everyone on the premises, owned or hired by TheO6, is aware of all entrances and exits to and from the building in which they are working, or visiting.

## Each person has a particular responsibility to:

- Take reasonable care for the health and safety of her/himself and of all other persons with whom he/she comes into contact at work.
- Co-operate with the Line Manager in carrying out their statutory duties to maintain a high standard of health and safety at work.
- Report all incidents which have led or may lead to injury.
- Assist fully in the investigation of accidents in order to prevent future recurrence.

## 2. Organisation for fulfilling the Policy

The HSW Act requires responsibilities to be clearly assigned to designated employees. These are set out in sections 3 - 5 below.

[1] Where the term staff is used through out this paper it includes volunteers, paid staff full or part time.

## 3. Responsibilities of the Trustees

1. To keep under review and up date as required TheO6 General Health and Safety Policy Statement, and to ensure that effective health and safety policies, procedures and practices are developed and maintained within TheO6.
2. To ensure that the working environment meets all statutory requirements and that all necessary work to provide this is carried out as soon as is reasonably possible.
3. To define the health and safety responsibilities of all staff and volunteers within TheO6 Project.
4. To arrange for the provision of qualified professional advice on any legal matter arising from the HSW Act.
5. To ensure that the necessary resources are available to carry out health and safety measures.
6. To encourage, particularly by personal example, safety consciousness on the part of all members of TheO6 staff, paid and voluntary.
7. To undertake regular inspections of TheO6 property so as to monitor TheO6 health and safety practices and to report any lapse to the trustees.
8. To ensure that applicable statutory regulations, in particular the Fire Precautions Act 1971, the Health and Safety (First Aid) Regulations 1981, Control of Substances Hazardous to Health Regulations 1988 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 are complied with and all statutory records and notices are maintained.
9. To ensure that equipment and machinery purchased by TheO6 conforms to the obligations imposed by the HSW Act and that the installation or erection of an item of plant or equipment on TheO6 Project premises is safe and not a risk to health when used.
10. To deal with matters associated with the local enforcement authorities and to ensure cover is provided in matters concerning Employer's Liability.
11. To give advice and service to management and staff on matters concerning general health and safety and to seek outside professional advice when necessary.
12. To ensure that the safety regulations issued to maintenance staff are complied with and to monitor their effectiveness.
13. To maintain records of all substances and processes hazardous to health in accordance with the COSHH regulations.
14. To ensure that prior to any maintenance operation being started all Line Managers are advised to enable them to warn their staff of any risk to health and safety arising from that operation.
15. To maintain the required statutory accident records and when necessary to obtain all information required for the reporting of accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
16. To ensure that First Aid staff, Fire Marshals and their deputies, and the Incident Control Officers have suitable and ongoing training.
17. To ensure that efficient methods of communicating matters of health and safety to all members of staff are developed and maintained.
18. To ensure that Initial Induction of staff includes training in general health and safety matters.
19. To ensure that any damaged or faulty equipment or machinery is immobilised and that adequate warning of any potentially dangerous situation is given to members of staff.

## 4. Responsibilities of Team Leaders

1. To be familiar with TheO6 Project's health and safety policies and to ensure that all appropriate regulations are applied within their areas of responsibility.
2. To ensure that all members of staff for whom they have an accountability are familiar with TheO6 Project health and safety policies and are fully trained with regard to safety at work and procedure to follow in the event of a fire or other emergency situation.

3. To ensure that all machinery and equipment within their working area is properly maintained and safe to use, and that all defects are reported immediately and corrected.

4. To investigate immediately all accidents within their work area involving injury or damage so that the cause can be established quickly and appropriate preventative action taken, and to report any such injury or damage to the appropriate person.

5. To ensure, where appropriate, that all members of staff for whom they are accountable wear the necessary protective clothing and footwear.

6. In their absence to specifically delegate the responsibility for all health and safety matters, and to encourage, particularly by personal example, safety consciousness on the part of all members of TheO6

## 5. Responsibilities of all Members of Staff and Volunteers

1. To be familiar with TheO6 health and safety policies, and to follow all regulations for ensuring a safe and healthy place of work.

2. To observe all statutory regulations and to co-operate with all Line Managers and other members of staff with specific responsibility for aspects of health and safety.

3. To use anything provided in the interests of health, safety and welfare **only** for its designated purpose.

4. To report all injuries sustained at work, or illnesses occurring at work, no matter how trivial to a qualified First Aid trained member of staff.

5. To report to their team Leader all accidents and damage, whether anyone is injured or not, and to co-operate in the investigation of accidents in order to prevent recurrence, and to report all matters of concern regarding health and safety.

Signed……..**Chair***(On behalf of the Trustees)* Date ……

To be Reviewed: **August 2025**