

Foundry Street Community Centre	
Document	HEALTH AND SAFETY POLICY
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Contents	
1. POLICY STATEMENT	2

1. POLICY STATEMENT

- 1.1.1 The Health & Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others who may be affected by the actions of the organisation.
- 1.1.2 Health and Safety legislation applies to everyone involved in the organisation- employees, Volunteers, beneficiaries, service users, trustees and visitors.
- 1.1.3 The Health and Safety Policy of Foundry Street Community Centre is to:
- (a) Provide and maintain a healthy working environment at all times.
 - (b) Display a health & safety law poster, a valid employer's liability insurance certificate and all such other notices applicable to a safe working environment.
 - (c) Ensure adequate control of health and safety risks arising from work activities, includes communication with clients and any use of sub-contractors.
 - (d) Provide all required instruction, training, supervision and other relevant health and safety information to employees.
 - (e) Ensure that all employees are competent in the work activities they are engaged in, continue to consult with and update employees on all Health and Safety issues.
 - (f) Provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by employees where risk is involved, and potential hazards have been identified.
 - (g) Implement a Fire safety and evacuation procedure.
 - (h) Assess working environment with regard to relevant regulations - Display Screen Equipment Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
 - (i) Be aware of manual handling and relevant regulations - Manual Handling Operations Regulations 1992.
 - (j) Provide a first aid box and identify a responsible person.
 - (k) Keep an accident book.
 - (l) Encourage all employees to take reasonable care for the health and safety of themselves, fellow employees and all persons accordingly and to report any hazard which cannot be controlled personally to an appropriate supervisor or manager.