

English For All

REGISTERED CHARITY NUMBER:1184976

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of English For All.

Our statement of general policy is to:

- Prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace.
- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work.
- Engage and consult with employees and volunteers on day to day health and safety conditions.
- Implement emergency procedures- evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions; provide and maintain plant, equipment and machinery; ensure safe storage /use of substances.
- Review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the (Trustees/Directors) of English For All.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Principal Trustee on behalf of the Trustees.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- the Principal Trustee on behalf of the Trustees

All employees must:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and safety risks arising from our work activities

Risk assessments will be undertaken by Chief Officer/ Member of Staff.

The findings of the risk assessments will be reported to Chief Officer and Chair/Trustee.

Action required to remove/control risks will be approved by Chief Officer or in their absence the most senior member of staff available.

The Chief Officer will be responsible for ensuring the action required is implemented.

Health and safety risks and significant incidents will be reported regularly to trustees.

Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.