

September 2023



OUR
HISTORY
THEIR
FUTURE

Health and Safety Policy

Issue date: September 2023

Signed: 

Review period: Annually

HEALTH AND SAFETY POLICY ISSUES AND UPDATES

PAGES	ISSUE	DATE
Annual review	1	23/06/2023

The following policy has been approved by the Senior Leadership Team and the Board of Trustees.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Board of Trustees: 27/07/2023.

Board signatory: Jon Drown

Planned review: July 2024

CONTENTS

1. About this policy	Page 4
2. Your responsibilities	Page 4
3. Information and consultation	Page 4
4. Training	Page 4
5. Equipment	Page 4
6. Accidents and first aid	Page 4
7. Fire Safety	Page 5
8. Risk assessment and measures to control risk	Page 5
9. Computers and display screen equipment	Page 5

HEALTH AND SAFETY POLICY

1 ABOUT THIS POLICY

1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.

1.2 The Managing Director has overall responsibility for health and safety and the operation of this policy.

1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2 YOUR RESPONSIBILITIES

2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

2.2 You should report any health and safety concerns immediately to the Managing Director – Catherine Deans, Head of Foundation – Jordan Letts, or Head of Operations – Kristy Coates (NRFC Employee).

2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.

2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3 INFORMATION AND CONSULATION

3.1 We will inform and consult directly with all staff regarding health and safety matters.

3.2 A full detailed copy of our Health & Safety Policy is available from the Managing Director or Head of Foundation and posted on office notice boards. An updated policy will be emailed to all staff annually.

4 TRAINING

4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.

4.2 Staff will be given a health and safety induction, relevant to your role, and provided with appropriate safety training, including manual handling, control of substances hazardous to health (COSHH), working at height, gas safety, electrical safety and the use of personal protective equipment (PPE).

5 EQUIPMENT

5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

6 ACCIDENTS AND FIRST AID

6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

6.2 All accidents and injuries at work, however minor, should be reported to the Head of Foundation and recorded in an Accident Book which are found next to the first aid boxes in the main office. Completed forms must be returned to the Managing Director & Head of Operations.

7 FIRE SAFETY

7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the nearest fire assembly point.

7.3 Fire drills will be held regularly and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8 RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

9 COMPUTERS AND DISPLAY SCREEN EQUIPMENT

9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.