



Health and Safety Policy

Introduction

The CCVS Trustee Board has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

CCVS is will do whatever it can to provide for the health, safety and welfare of all, staff, volunteers and visitors and to set a standard of good practice in the voluntary sector.

CCVS will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and managers to uphold this policy and to provide the necessary funds and resources to implement it.

CCVS will work in a way that tries, to ensure that risks to staff, volunteers and visitors are minimised at all times.

Voluntary groups occupying Llandaff Chambers are responsible for health and safety of their own organisations.

This policy will be reviewed annually by the trustees.

1. CCVS Responsibilities

The CEO is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.

All accidents or unsafe incidents will be investigated by the CEO as soon as possible.

CCVS is responsible for

- Assessing the risk to the health and safety of CCVS employees and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Providing and maintaining buildings, equipment, and systems of work that are safe and without risk to health;
- Ensuring that equipment is safe and well maintained;

- Providing information, instruction, training and supervision in safe working methods and procedures;
- Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving;
- Encouraging CCVS workers to co-operate in ensuring employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation;
- Establishing emergency procedures as required;

2. Staff and Volunteer Responsibilities

All CCVS employees and volunteers will ensure that:

- they are aware of the contents of this safety policy
- they comply with this policy
- they take care of themselves and others who may be affected by their actions or omissions
- they report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the CEO or their manager at once.
- they record accidents at work in the accident book in the kitchen.
- if the CEO is not present, they should report the incident to the most senior member of staff present, who will report it to the CEO as soon as possible.
- they are aware of all fire procedures for the area in which they are working
- if they identify anything which they think could be in any way unsafe, they will report it to their manager.

3. Risk Assessments

The CEO will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology

or any other reason which makes original assessment not valid.

4. Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- at inductions
- on transfer or promotion to new duties
- on the introduction of new technology
- when changes are made to systems of work
- when training needs are identified during risk assessments.

5. Resolving health and safety problems

Any employee or volunteer with a health and safety concern must first tell their manager.

If, after investigation, the problem is not corrected in a reasonable time, or the manager decides that no action is required but the employee/volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the CEO who may make representations to the manager concerned. This must be in writing.

If the employee/volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Trustees.
