



Lockleaze Neighbourhood Trust

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HEALTH AND SAFETY POLICY

Introduction

This Health and Safety Policy Statement of Lockleaze Neighbourhood Trust aims to set out the ways in which we will adhere to the Health and Safety at Work Act 1974.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for all employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

Responsibilities

Overall and final responsibility for health and safety is that of the Trustees of Lockleaze Neighbourhood Trust. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Operations Manager.

To ensure health and safety standards are maintained and improved, all paid staff and volunteers have responsibility to:

- 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; and
- Report all health and safety concerns to an appropriate person

Lockleaze Neighbourhood Trust, as the employer, has a responsibility to:

- Consult with employees on any new measures which may substantially affect their health and safety at work (eg, new equipment, ways of working or procedures)
- Make all staff and volunteers aware of health and safety measures in place, and consult for suggestions on new measures needed to reduce or remove risks
- Have emergency procedures in place and inform staff so they know how and when to use them

- Plan and organise health and safety training for all staff and volunteers

Risk Assessments

To ensure the standards of health and safety set out in this policy are upheld, regular risk assessments will be carried out by the Operations Manager at least quarterly.

Any findings of the risk assessments will be reported to the Chair of Trustees and actions to control risks will be approved and then actioned by the Operations Manager. The Chair of Trustees will then check that the actions have been implemented and successfully controlled the risks.

Separate risk assessments will be conducted for all new activities taking place across properties overseen by Lockleaze Neighbourhood Trust as well as one off events offsite. Volunteers will be involved in this process and made aware of any findings so that risks can be managed during the activity.

Information

The Health and Safety Law poster is located on in the main hall on the wall at the Cameron Centre and in the LNT office at The Hub. Any additional Health and Safety advice is available from the Operations Manager. Emergency procedures can be found in the Fire Safety Policy.

Safe Equipment

Any problems found with equipment must be reported to the Operations Manager immediately. The Operations Manager is responsible for identifying all equipment needing maintenance and ensuring all maintenance is implemented. All new equipment will be checked to meet health and safety standards before it is purchased.

Safe Handling and Use of Substances

The Operations Manager will check that new substances can be used safely before they are purchased. Lockleaze Neighbourhood Trust does not currently use or store any substances which need a COSHH assessment although this will be continuously reviewed.

Accidents

All accidents and cases of work-related ill health are to be recorded in the accident book, kept inside the Fire and Health and Safety file in the Lockleaze Neighbourhood Trust office.

The first aid box is also kept here and our first aider is: Gail Chandler

The Operations Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out inspections and spot checks;
- Investigate any accidents or sickness absences that occur;
- The Operations Manager is responsible for investigating: accidents, work-related causes of sickness absences and acting on investigation findings to prevent a recurrence.