



Health and Safety Policy

This Health and Safety Policy, within a strategy of risk management, is intended to provide a framework for the implementation of the Health and Safety at Work Act 1974 and all relevant legislation, codes of practice and safe working procedures.

The Trustees are responsible for the Health and Safety Policy of the Guildhouse and will, so far as is reasonably practicable, ensure the health, safety and welfare of all employees, volunteers, service users and any other persons who may be affected by the organisation's operations.

It is the duty of employees and volunteers to take reasonable care for the health and safety of themselves, their fellow employees, volunteers or any third party that may be affected by their actions at the Guildhouse.

As far as is reasonably practicable, through delegated responsibilities where appropriate, the Trustees will

- monitor the Percival Guildhouse and its environs to ensure the maintenance of sites, buildings and work equipment to a reasonably safe level;
- be aware of and comply with legal and building requirements and liaise, as necessary, with the Health and Safety Executive, Government Departments and other relevant external agencies;
- promote a working culture that promotes and encourages safe working in all aspects of our operations and is in line with employment practice;
- provide information, instruction, training and supervision to ensure the health and safety of all employees, volunteers, service users and third parties, including basic first aid;
- ensure that the organisation has at least one point of contact with an external body or organisation for advice and support and ensure that vulnerable adults have the opportunity to talk with an independent person;
- encourage compliance with all policies, rules and regulations through discussion, consultation and communication;
- recognise the need of staff to be protected from violent behaviour;
- take suitable action to deal with violence in the Percival Guildhouse or in its environs;
- provide and maintain a suitable procedure for reporting, recording and investigating accidents;
- ensure the safe handling, storage and transport of hazardous articles and substances in line with legislation and display health and safety notices;
- exercise effective procedures in the event of fire and other emergencies, ensure that all rooms display procedures to be followed in the event of a fire and that fire drills are conducted to ensure Percival Guildhouse users may vacate the building quickly and safely;

- maintain a smoke-free environment;
- where off-site premises are used for course delivery confirm appropriate fire and emergency procedures are in place.