



The Percival Guildhouse

Health & 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 Percival Guildhouse (PGH) 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 of their own health and safety, their fellow employees, volunteers or any third party that may be affected by their actions at PGH.

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

- will monitor PGH 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;
- adopt 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;
- 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 (mental, emotional or physical) behaviour;
- take suitable action to deal with violence in PGH 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;
- will appoint a 'responsible person' (the Fire Safety Officer), in accordance with The Regulatory Reform (Fire Safety) Order 2005, who will manage the safety of the premises and its occupants¹;
- maintain a smoke-free environment;
- where off-site premises are used for course delivery, confirm appropriate fire and emergency procedures are in place.

¹ Fire Safety policy and related documents may be inspected upon request