

## Health and Safety Policy

This policy is issued by the Directors/Trustees of the Trust, who together constitute its Council. The Policy states the Trust's health and safety objectives, and describes responsibilities and arrangements by which the policy is implemented. It also applies to W.N.C.T. Enterprises Limited.

### Health and Safety Policy

The Trustees and Managers of the Trust believe that the health and safety of its employees and of the visitors to its sites and premises are of the highest importance and affirm that safe working practices are integral to all its activities.

The Trust's objective at all times is to provide adequate control of risks arising from its work to protect the health of employees, visitors and others who may be affected by its activities. In particular the Trust will, so far as is reasonably practicable:

- Comply with all applicable legislation and take any additional measures it feels necessary.
- Provide information, instruction and supervision and support to employees appropriate to the tasks they are undertaking.
- Ensure that all employees are competent to do their tasks and give them adequate training.
- Consult with employees on matters affecting their health and safety.
- Maintain safe and healthy working conditions.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Prevent accidents and cases of work-related ill-health.
- Provide appropriate information to visitors and clients.
- Ensure that contractors employed by the Trust work to appropriate industry standards in terms of health & safety.
- Seek continuous improvement in health and safety performance.
- Review and revise this policy as necessary at least every five years

The term employee is deemed to include volunteers.

### Responsibilities and Arrangements

Ultimately, responsibility for health & safety rests with the trustees. However, responsibility for implementing the Health and Safety Policy on a day to day basis rests with the Director. He/she, the managers and voluntary supervisors are responsible for providing and maintaining a safe place of work, safe systems of work, safe equipment and ensuring good standards of housekeeping in compliance with the law and Trust policies.

Implementation of this policy is the subject of the protocols included in this document. All staff and voluntary supervisors should be aware of, and implement, the policy and the agreed protocols as appropriate and seek to arrange training as appropriate.

A Health & Safety Committee has been established to advise the Director on all aspects of Occupational Health and Safety as it pertains to the work of the Trust. Committee Members include selected staff, trustees, and any volunteers or external advisors as deemed necessary by the committee or the Trust Director. Membership of the Committee individual members' responsibilities are listed elsewhere.

Employees and volunteers have 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; report all health and safety concerns to an appropriate person.

**Approved by Council 18<sup>th</sup> January 2016**