



HEALTH AND SAFETY POLICY

Health and Safety Policy

The policy applies in respect of any person to whom Evergreen Care UK (ECUK) owes a duty of care.

ECUK recognises, and fully accepts, its statutory and moral responsibilities to provide the highest standard of health and safety protection for its staff, volunteers and for other people on or about the premises or site for which it has responsibility.

ECUK regards health and safety as an integral part of the proper management of all the undertakings over which it has control.

ECUK is dedicated to ensuring:

- the health, safety and welfare of all our staff, volunteers and others who work under our control is maintained to the highest standards possible.
- the safety of the general public who use or have access to premises or sites under our control is maintained to the highest standards possible.
- that the way in which we develop our undertaking contributes to the well-being of the community at large.

In order to meet these aims we shall, as long as is reasonably practicable:

- keep up to date with best practice in relation to health and safety and fully comply with all relevant legislation and authoritative guidance.
- ensure, so far as is reasonably practicable, that those who undertake work on our behalf apply the highest standards of health and safety for their employees and the community in general.
- co-operate actively with local authorities, statutory bodies and public services in the interests of public safety and the safeguarding of the environment.
- In the case of an epidemic or pandemic the organisation will follow Government guidelines.
- maintain to a high standard the estate and working practices in respect of the premises and site over which we have control.
- give a high priority to health and safety in all our operations.
- develop, implement and monitor health and safety regimes appropriate to our work.
- provide the necessary resources to implement our policies and keep them up to date.
- Induct all new staff and volunteers to our health and safety practices.
- consult with, and involve, our staff in matters affecting their health and safety.
- provide the necessary equipment and training for the tasks to be performed safely.

- ensure that health and safety is a priority item on the agendas for team meetings and Trustee meetings.
- where necessary supplement our in-house resources with external resources and enlist specialist support, if necessary, to keep our policies and procedures up to date.
- provide First Aid boxes (to be checked 6 monthly) and an accident record book.
- comply with the RIDDOR regulations in respect of reporting accidents, ill health and dangerous occurrences.
- appoint a Health and Safety Advisor to assist ECUK as necessary to keep our policies and procedures up to date. (currently (March 2021) M.A.French FIOSH (retd) MIFSM Cert.Ed)

We require the full and active participation of all our employees and volunteers in order that the principles outlined in this policy statement may be achieved. The statutory duties placed on ECUK and all their employees, volunteers and providers of services and construction works, are to be regarded as minimum standards. We aim to achieve best practice in terms of health and safety in all that we do.

Appendix A below outlines the Responsibilities and Arrangements for Health and Safety.

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Appendix A Responsibilities and Arrangements for Health and Safety

Overall and final responsibility for health and safety is that of the CHAIR of ECUK.

Day to day responsibility for ensuring this policy is put into practice is delegated to: CHIEF OPERATIONS OFFICER.

<u>STATEMENT OF GENERAL POLICY:</u>	<u>ACTION/ARRANGEMENTS:</u>	<u>RESPONSIBILITY OF:</u>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work/volunteer activities.	Relevant risk assessments completed and actions arising out of those assessments implemented (Risk assessments reviewed every year or earlier if working habits or conditions change).	Head of Department
To provide adequate training to ensure employees and volunteers are competent to do their work.	Staff or volunteers given necessary health and safety induction and provided with appropriate training (including fire awareness, food hygiene, manual handling and safeguarding) and personal protective equipment. We will ensure suitable arrangements are in place to cover employees engaged in remote from the main site.	Training Lead
To engage and consult with employees/ volunteers on day to day health and safety conditions and provide advice and supervision on occupational health.	All staff and volunteers routinely consulted on health and safety matters as they arise but also formally consulted during supervision sessions and staff meetings. (Sooner if required).	Head of Department
To implement emergency procedures-evacuation in case of fire or other significant incident.	Escape routes well signed and kept clear at all times. Evacuation plans, emergency equipment, eg Extinguishers, Annual Service required) lights, sirens are tested 6 monthly and updated as necessary. There will be a fire alarm test once a month.	Office Manager

<u>STATEMENT OF GENERAL POLICY:</u>	<u>ACTION/ARRANGEMENTS:</u>	<u>RESPONSIBILITY OF:</u>
To maintain health and safety working conditions. Provide and maintain plant, equipment and machinery and ensure safe storage/use of substances.	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of premises and equipment and for ensuring that action is promptly taken to address any defects. Staff/volunteers trained in safe handling/use of substances.	Chief Operations Officer, Head of Department
Health & Safety law poster is displayed		Office Manager
First aid box and accident book are located in an accessible place. Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.)		Office Manager