

## Statement of General Policy Health & Safety at Work Act 1974

<b>Policy information</b>	
<b>Organisation</b>	National Survivor User Network (NSUN)
<b>Scope of policy</b>	The statement of general policy covers the health, safety and welfare of employees whilst at work.
<b>Policy operational date</b>	May 2010
<b>Policy prepared by</b>	Sarah Yiannoullou, NSUN Manager
<b>Date approved by Board of Trustees</b>	May 2010
<b>Policy review date</b>	May 2012 / May 2013

NSUN is, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Members of the public who enter our workplaces as service users, contractors, employees or visitors are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the company or its contractors that is liable to expose employees, service users or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary controls to prevent or control the risk have been introduced. This also applies to the storage and transportation of articles and substances.

The organisation has the ultimate responsibility for the implementation of this policy and through the Managing Director will ensure that the requirements of all health and safety legislation are established.

The organisation's objectives are:

- To provide conditions of work for all employees which prevent any danger to health. This requires that risk assessments will be carried out to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of staff or the public.
- To provide means of access and egress which are safe and without risks to health.
- To provide comprehensive information, instruction, training and supervision - with the object of ensuring, so far as is reasonably practicable, the health and safety at work of every employee and visitor.

- To ensure that the health, safety and welfare of all employees are under continuous review by management at all levels.

The success of this policy is largely dependent upon the total co-operation of every person who works in organisation or operations and indeed all employees have a legal duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the Organisation and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents or incidents that have led, or may lead to, illness or damage.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Appendix 1 is a reproduction of the above and a similar statement for use by Project Managers. Once completed, they should be photocopied and displayed on appropriate and prominent staff notice board.

**May 2010. Review date: May 2012 / May 2013**

## Appendix 1: NSUN Statement of Project Policy

The Project Manager is responsible for implementing the company health and safety policies and procedures at and for ensuring that the requirements of all health and safety legislation affecting the project are established.

Through the manager and line management, this project is committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work and all reasonable risks minimised.
- Members of the public who enter our premises as contractors, employees, service users or visitors are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the organisation or its contractors that is liable to expose employees, service users or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary controls to prevent or control the risk have been introduced, including the storage and transportation of articles and substances.

I, manager of this project, am ultimately responsible at a local level for implementation of the policy within the project. Matters that cannot be resolved at this level will be referred to the Chair.

The project objectives are, so far as is reasonably practicable:

- To provide conditions of work for all persons which prevent any danger to health.
- Assessments of risk will be carried out to enable hazards and risks to be identified to enable the highest possible standards of safety to be adapted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
- To provide, where responsible, means of access and exit which are safe and without risks to health.
- To provide comprehensive information, instruction, training and supervision - with the object of ensuring, so far as is reasonably practicable, the health and safety at work of every employee, service user and visitor.
- To ensure that the health, safety and welfare of all employees, service users and visitors are under continuous review by management at all levels.

The success of this policy is largely dependent upon the total co-operation of every person who works in the project therefore all persons working for the organisation at this project must:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the company and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents or incidents that have led, or may lead to, injury, illness or damage.

If any person fails to follow laid down health and safety policies and procedures or acts in a reckless manner constituting a serious danger to the safety of any person or resulting in serious damage to property, disciplinary action may be taken.