
Health and Safety Policy

Municipal and Carter Owen Almshouse

Bree Norton-Smith - 2 September 2024

This policy lays out the intentions, organisation and arrangements for ensuring the health and safety of the *Municipal and Carter Owen Almshouse* employees, residents, visitors and contractors, whilst in the offices, communal areas and residents' accommodation.

1. Statement of Intent

It is the policy of the Municipal and Carter Owen Almshouse Charity to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work, and of others who may be affected by the charity's undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate.

2. Objectives

In order to achieve compliance with the statement of policy the charity has the following objectives:

- 2.1 To set and maintain high standards for health, safety, and the protection of the environment at its offices and in the residents' Almshouses.
- 2.2 To identify risks and set in place programmes to remove or reduce these risks.
- 2.3 To ensure that these standards are communicated to all employees, residents, and visitors.
- 2.4 To ensure that all personnel are given the appropriate equipment, necessary information, instruction, training, and supervision to enable them to work in a safe manner.
- 2.5 To ensure that the appropriate resources are made available to enable the policy to be implemented.

3. Responsibility

To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the following responsibilities have been established:

3.1. Board of Trustees

The trustees are responsible for establishing the overall Health and Safety Policy for the charity and have ultimate responsibility for all health and safety matters.

This involves:

- Undertake training to ensure their competence to oversee health and safety matters (e.g., IOSH Managing Safely).
- The promotion of good practice within health and safety
- The allocation of necessary resources
- The monitoring of the implementation of health and safety practice.

3.2. The following persons are responsible for implementing and monitoring the policy and safe practices for the Municipal and Carter Owen Almshouse Charity;

Carol Evans	(Chairwoman)
Pat Anderson	(Manager/Warden)
Bree Norton-Smith	(Admin Clerk)

These persons will;

- Keep the Health and Safety Policy under review, bringing to the trustees' attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary.
- Monitor the Policy's implementation, set targets or objectives where appropriate and report progress to the board.
- Ensure the dissemination and discussion of relevant information on health and safety.
- Report details to the board of trustees where an accident / incident has occurred which may result in prosecution.
- Report any accident or incident that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE within the appropriate reporting timeframe for the type of incident.
- Make annual reports to the board of trustees on the management of health and safety at the charity.

3.3. Manager/Warden Responsibility

The manager is responsible for:

- The practical implementation of the Health and Safety Policy, the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Ensuring that the operations under their control, so far as is reasonably practical, are conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and audits.

- Ensuring that any workers are supplied with the appropriate training, PPE and equipment for them to safely undertake their duties.
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported to the person responsible for safety and where appropriate, that a full investigation is carried out and appropriate remedial action taken, where necessary.

3.4. Individual Responsibilities

All employees and sub-contractors are required to:

- Co-operate in implementing the requirements of the Health and Safety Policy, legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Bring to the immediate attention of management / trustee any situations or practices that are noted which might lead to injuries or ill health.
- Ensure that any equipment (including PPE) issued to them, or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the charity's guidance.

3.5. Contractors

All contractors working in the charity's property are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

4. Communication

The names of the persons designated with the responsibility for health and safety is to be prominently displayed for the information of all employees. The policy statement will also be prominently displayed for the information of all employees, residents and visitors.

5. Consultation and Training

The board of trustees of the Municipal and Carter Owen Almshouse Charity are committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, environmental and occupational advice, as required.

6. Policy Review

The effectiveness of this general policy statement and other specific policies in use throughout the charity will be subject to annual review by the charity.

**7. This policy has been approved for issue by the board of trustees of the
Municipal and Owen Carter Almshouse**

Signature.....

Name.....

Date.....

5 Review date: