

# {organisation name}

## HEALTH & SAFETY POLICY

### Purpose of Policy

1. The following information gives staff guidance on their rights, duties and obligations.

2. This organisation gives the greatest importance to the safety of its staff/volunteers. The policy of {organisation name} is to take all steps that are reasonably practical both to ensure the health, safety and welfare of staff/volunteers while at work, and to protect visitors from accident or injury.

3. In particular, {organisation name} has a responsibility:

- **To provide and maintain safe and healthy working conditions taking account of any statutory requirements**
- **To provide training and information to enable staff to perform their work safely and efficiently**
- **To make available all necessary safety devices and protective equipment**
- **To maintain through staff consultation and involvement a constant and continuing interest in health and safety matters applicable to {organisation name} activities**

4. It is the duty of all staff/volunteers

- **Staff/Volunteers should not engage in 'horseplay' which could result in an accident**
- **All accidents and incidents during working hours should be recorded in the accident book & reported to the Manager (First Aid box & Accident Book are kept in kitchen area)**
- **Staff/Volunteers should keep their personal belongings locked away at all times in the back stationery cupboard**
- **Where possible 2 staff members should be present in office at all times**
- **Where only 1 member of staff is left on the premises, the front door should be locked at all times**
- **Report any unsafe conditions to the Manager**
- **By assisting management in the investigation of accidents with the object of introducing measures to prevent a recurrence**
- **Keep floors and passages clear of any obstacles. Mop up any spilt liquids.**
- **To observe the Non Smoking policy of {organisation name}**

**5. Fire – What to do**

**5.1 Raise the fire alarm**

**5.2 Try to put out the fire only if you are confident that your life is not in danger and making sure that the correct type of fire extinguisher is used:**

**Green electrical equipment and all fires  
Red all other fires**

**5.3 On hearing the alarm, go to the outside assembly point. Do not collect personal belongings.**

**5.4 Visitors should be assisted to safety by staff**

**5.5 A member of staff will take charge of any further evacuation and ensure that no-one is left in the building.**

**5.6 A member of staff will report the incident and advise whether the office has been evacuated and the visitors and staff have been accounted for.**

**Please read the Fire Action Notice, a copy of which is displayed in the office.**