



HEALTH & SAFETY POLICY

General

1. Hospice Hope attaches great importance to health and safety matters and accepts the responsibility to carry out its operations to ensure that as far as practically possible trustees, employees, members, volunteers and guests shall not be exposed to risks to their health and safety. All activities at Hospice Hopes' premises shall be carried out with the highest regard for the health and safety of trustees, employees, members, volunteers, visitors and guests.

The Responsibilities of the Charity

2. Hospice Hope will make every practical effort to comply with the obligations laid down under the Health and Safety at Work Act 1974. In particular by:
 - a) providing a safe workplace with safe access to and from the premises and a healthy working environment;
 - b) by giving instruction, training, supervision and information to enable trustees, employees, members and volunteers to carry out their duties in safety and to actively contribute to the safety within Hospice Hope;
 - c) providing first aid facilities and training;
 - d) consulting trustees, employees, members and volunteers about arrangements for implementing, promoting and developing health and safety.
3. The charity chairman will record all incidents that have resulted in injury or loss, or have the potential to do so. This applies to incidents affecting trustees, employees, members, volunteers, guests and visitors.
4. Hospice Hope will use their best endeavours to:
 - a) ensure that this policy is actively complied with and to create a climate in which there is an awareness of the importance of health and safety:

- b) define areas of responsibility for safety where appropriate;
 - c) ensure that any person other than trustees, employees, members, volunteers and guests are protected by this policy;
 - d) ensure that trustees, employees, members, volunteers and other persons affected by this policy are aware of it.
5. This policy will from time to time be reviewed and amended as necessary. Trustees, employees, members and volunteers will be kept informed of any amendments.

Trustees, Employees, Members and Volunteers Responsibilities

6. All trustees, employees, members and volunteers have an important part to play in the operation of the Health and Safety Policy.
7. Every trustee, employee, member and volunteer have a responsibility for ensuring that they:
- a) undertake the work they are required to do taking reasonable care for the health and safety of themselves, their colleagues, guests, visitors, contractors and members of the public;
 - b) not interfere with or misuse anything provided in the interests of health and safety;
 - c) report any incident to the Charity Chairman which may have led to injury or damage;
 - d) give all assistance as required in the investigation of accidents;
 - e) become familiar with and conform to this policy and relevant safety instructions at all times;
 - f) co-operate with the Charity in any efforts to comply with the Health and Safety at Work Act 1974.

Reviewed at Trustees meeting held December 2018

Signed by.....Chairman