



New Mills & District Volunteer Centre

Health and Safety Policy

The Trustees of NMVC acknowledges their responsibilities under current legislation and believes that good practice requires that the following guidelines be observed. The Trustees therefore adopts the following statement of duties and responsibilities.

1. General duties/responsibilities of NMVC

It will be the responsibility of the Health and Safety Officer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and volunteers and where relevant, the safety users. This will include:

- a) The provision and maintenance of equipment and systems of work that are so far as is reasonably practicable, safe and without risk to health.
- b) Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c) The provision of such information, instruction, training and supervision as is necessary to ensure health and safety at work of employees.
- d) The maintenance of a working environment for employees that is safe without risk to health and adequate as regards facilities and arrangements for employees' welfare at work and the provision and maintenance of means and access to and egress from the place of work that are safe and without risk.
- e) Ensuring that all staff and volunteers are aware of the need to report and record all accidents, however minor, and the procedure for this.
- f) Ensuring that all fire fighting equipment is well stocked and in good working order and that evacuation notices are clearly displayed.
- g) The maintenance of appropriate standards of cleanliness and hygiene throughout NMVC premises.
- h) Observing the Working Time Regulations 1998 (as amended) which cover the length of the working week and annual leave matters.

The Health and Safety Officer will consult with staff in order to make and maintain arrangements which will enable NMVC and its employees to ensure the health and safety at work of employees and volunteers and the safety of users whilst on NMVC premises.

2. Responsibilities of NMVC employees

It shall be the duty of all NMVC employees whilst at work to:

- i. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ii. To co-operate with the Health and Safety Officer as far as is necessary to enable NMVC to discharge its legal obligations under the Health and Safety at Work legislation. All accidents must be reported whether or not physical injury results in order that steps may be taken to avoid a recurrence.

In addition to the general duties required of both NMVC and its employees, NMVC in particular intends to ensure that at all times:

- a) There has been staff training in the use of fire fighting and first aid equipment, with one member of staff designated and trained as a First Aider.
- b) There are proper escape routes in the event of fire and other emergencies and that these are clearly marked.
- c) No equipment with special hazards is used.
- d) No mechanical or electrical operations are carried out without considering their potential dangers.
- e) All buildings comply with the conditions that accompany the fire certificate.
- f) All substances used in NMVC premises are safe.
- g) All electrical installations are regularly maintained and checked.
- h) Fire drills and alarm tests are carried out regularly.
- i) Staff are aware of their responsibilities towards clients or others using the buildings.

Staff must also ensure that desks are cleared at the end of the day and all personal possessions kept in safe places whilst on NMVC premises. The Trustees will not accept responsibility for the personal possessions of staff, wherever held.