



## Health and Safety Policy

Last reviewed by the Trustees: 23<sup>rd</sup> November 2017

### Values Statement

#### As a team we . . .

- are committed to true **partnership** working, believing it brings about the best results;
- treat all people, especially those affected by poverty, with the utmost **dignity**;
- believe that all **children deserve to be safe, happy and have fun**, and try to have fun ourselves;
- are **generous** and try to give other people the best of what we have to offer;
- are **passionate about Luton**, enjoy all its great attributes and see our work as contributing towards making it even better.

Level Trust takes extremely seriously its responsibility under the Health and Safety at Work Act, 1974, and other relevant legislation, to provide a safe environment for its staff, volunteers and the children and young people in its care.

The Health and Safety Officer for Level Trust is the Charity Director or the designated deputy.

### 1 Responsibilities

- 1.1 Although final responsibility lies with a senior officer, day to day health and safety is the responsibility of all Level Trust staff and volunteers. As such, staff and volunteers must be prepared to act immediately if they believe our practices, environment, work or activities are putting our stakeholders and or other staff and volunteers at risk.
- 1.2 Overall and final responsibility for health and safety lies with the Health and Safety Officer, or the designated deputy.
- 1.3 Responsibility for health and safety for a Level Trust activity is delegated to the activity leader.
- 1.4 Staff and volunteers are responsible for co-operating with their line managers on health and safety matters, not interfering with anything provided to safeguard their health and safety, and reporting all health and safety concerns to the Health and Safety Officer, or where they concern a Level Trust activity, the activity leader. In addition staff must take reasonable care for their own health and safety.

### 2 Risk Assessments

- 2.1 It is the responsibility of the Health and Safety Officer to carry out risk assessments for the Level Trust offices.

- 2.2 For any Level Trust activity, it is the responsibility of the activity leader to carry out a risk assessment in advance of the activity, submit it for approval to their line manager and carry out any action required. It is the responsibility of the line manager to ensure that the actions required have been carried out.

### **3. Consultation and Information**

- 3.1 Staff will be consulted about the health and safety policy during staff meetings. In addition, staff may report any concerns or issues to the Health and Safety Officer.
- 3.2 We will ensure that the Health and Safety Law poster is displayed somewhere within the Level Trust offices. Health and safety advice is available from the Health and Safety Officer.

### **4. Supervision and Training**

- 4.1 Supervision of trainees will be undertaken by the staff member to whom they are responsible. Supervision of trainees and volunteers during a Level Trust activity will be undertaken by the activity leader.
- 4.2 Induction training and job-specific training for all employees will be provided by their line manager. Training records will be kept in each member of staff's personnel folder.
- 4.3 It is the responsibility of the Health and Safety Officer to ensure that all equipment needing maintenance is identified and that effective maintenance procedures are drawn up. Any problems found with equipment must be reported to the Health and Safety Officer.

### **5. Emergency Procedures**

- 5.1 The Health and Safety Officer is responsible for ensuring the premises occupied by Level Trust has a clear Fire Procedure. Line managers are responsible for briefing new volunteers and staff on the fire procedure as part of induction.
- 5.2 The Health and Safety Officer is responsible for ensuring the premises occupied by Level Trust have first aid kits available at all times.
- 5.3 All accidents and cases of work-related ill health are to be recorded in the accident book kept in the Level Trust office.
- 5.4 The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.