



Health & Safety Policy Document

Ferryhill LADDER Centre

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Introduction

The legislation covered in this policy document concerns the health and safety work act 1974, the European law framework, management of health and safety at work regulations and the lifting operations and the lifting equipment regulations, COSHH

Any person who is impaired at work because of the organisation failure to comply with health and safety law can claim for compensation.

Top and bottom have vehicle insurance and personal accident cover liability to comply with health and safety law can claim for compensation.

We the management committee acknowledge that it is our legal duty to ensure that we comply with statutory and common law duties.

Organisation

The following named **Kath Merrington** is responsible for ensuring that the HSWA 1974 is complied with and this is reviewed on a regular basis

Information and Training

It will be the duty of **Kath Merrington** to ensure that the necessary advice and publications given by relevant bodies such as health and safety executive are distributed to all employees and volunteers and: To Identify the training needs of committee/board members and staff, and if deemed necessary design and implement a training programme.

Risk Assessment

The board members responsible for health and safety **Kath Merrington** will carry out preliminary risk assessment of the workplace and activities of staff, volunteers and members of the public.

Areas of risk assessment are:

Electrical apparatus
First aid
Lone working
Duties relating to the premises
Public health
Off site visits and trips
On site children's play/youth provision
Drainage and refuse disposal



Pets and vermin
Stress
Manual handling operations

Copies of the companies risk assessment sheets can be found in the Health & Safety Risk Assessment File which is in the main office.

Risk assessment will be reviewed by the board of directors.

Preventative Measures

Identify any preventative and protective measures that need to be taken to reduce or avoid risks.

Provide protective clothing and ensure equipment is serviced regularly.

Implement a timescale for making any alterations that are necessary.

Premises and Equipment

Ensure a risk assessment is made of existing premises and any new premises that may be required .

This will be reviewed on an annual basis.

Emergency Procedures

Ensure that any potential emergency procedures are identified and a plan of action is drawn up to comply with any findings,

Training instructions and information for staff and volunteers

The company will:

- Inform staff or identified risks and state what action is to be taken.

- Ensure staff are properly trained

- Ensure volunteers are trained and informed of health. And safety risks according to their area of volunteering.

- Pay particular attention to staff who may be vulnerable to accident.

Accident

All accidents are to be reported and recorded in the accident book, which is located at in the main office cupboard.

If an accident occurs then the safety rep to prepare a risk assessment to remedy that situation and where possible prevent it reoccurrence.

Monitoring and Review

All updated information on health and safety will be made available to staff and volunteers and be located in the Health & Safety File in the main office.

This policy will be reviewed every 12 months to ensure it is current and complies with legislation changes.

Signature and date

Next review: