



Lincolnshire Parent Carer Forum

Registered Charity No: 1141060

Health and Safety Policy (H&S)

Legislative Requirements

Under current legislation the Charity is not required to have a written H&S Policy, however, the Trustees consider it good practice to have a policy and outline its commitment to H&S for those who undertake its work and the membership/public where relevant.

A couple of key quotes from legislation:-

"It shall be the duty of every employee while at work—

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."*

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

Health and Safety Statement

The Charity recognises that it is responsible for and will endeavour to ensure the H&S of Trustees, volunteers, members and the public, being vigilant to minimise risk and harm where it may be foreseen or occur.

Responsibility and Implementation

The Trustees have overall responsibility for the Charity's H&S and its implementation. However, it is clear from the legislative quotes above that everyone deployed in the Charity and its activities has responsibility and could be found responsible in the case of an incident.

To meet its responsibility the Charity will as a matter of practice:-

- Include H&S within induction training
- Periodically revisit the subject during its ongoing training sessions
- Hold a generic risk assessment for standard risks which may be encountered within the work of the organisation, identifying risk and their management. (Using the HSE standard form)
- Undertake risk assessments for events, venues and other such activities outside the scope of the generic risk assessment
- Monitor and record accidents or near misses, keeping records for up to 3 years in accordance with the Charity's Data Protection Policy
- Report serious incident or injuries within the RIDDOR framework (www.hse.gov.uk/riddor/report.htm)
- Following incidents, a review of policy will be undertaken as required

The Charity will pay particular notice to aspects of their regular work including:-

- Travelling
- Electrical Safety
- Food Hygiene
- Incident and Accident reporting
- Personal Safety
- Training for Trustees and Volunteers etc.

Revised and agreed by Trustees' meeting

Dated 26 Sept 2017

Related Documents

Code of Conduct Policy

Data Protection Policy

Incident and Accident Reporting Form

Risk Assessment Form