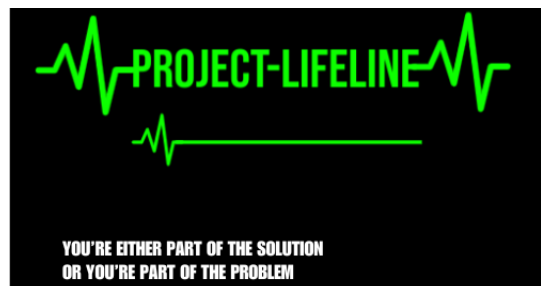


Project Lifeline

WE ARE PART OF THE SOLUTION



Health & Safety Policy

Statement of Intent

Our health and safety policy is to:

- Prevent accidents and cases of work related ill-health.
- Manage health and safety risks in our workplace.
- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to carry out their work.
- Consult with our employees and volunteers on matters affecting their health and safety.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in the case of a fire, or other significant incidents.
- Review and revise this policy regularly, at least yearly.

Responsibilities for Health & Safety

Overall and final responsibility for health and safety:

Mark Rodney, CEO

Day to day responsibility for ensuring this policy is put into practice:

Cheronagh Lillie, Director

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Mark Rodney and Cheronagh Lillie- safety, risk assessments, consulting employees and volunteers, accidents, first aid, work related ill-health, monitoring, emergency procedures, training, instruction and supervision.

All employees should:

- cooperate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Arrangements for Health & Safety

Risk assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

Training

- We will give staff and volunteers health and safety induction and provide appropriate training.

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will ensure escape routes are well signed and kept clear at all times.
- We will ensure evacuation plans are tested from time to time and are updated if necessary.

Approval and Review

Approval By C Lillie

Date 01/11/2023

Next Review Date 01/11/2024