



Health and Safety Policy

Statement of intent

This is the Health and Safety Policy of Axminster Hospital League of Friends. The purpose of this policy is to:

- Prevent accidents and work related ill health
- Manage health and safety risks
- Provide information, instructions and training to ensure that employees, Trustees and volunteers are competent
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures including evacuation in case of fire or other emergency situation
- Review and revise this policy regularly

Responsibilities for health and safety

1. Chair of Trustees: Overall and final responsibility for health and safety.
2. Trustees: To identify those policies applicable to the Axminster Hospital League of Friends, review and approve policies relating to the health safety and welfare of staff, Trustees and volunteers.
3. Manager: Day-to-day responsibility for ensuring that policies relating to the health, safety and welfare of Staff, Trustees and Volunteers are put into practice. That risk assessments are undertaken particularly in relation to kitchens and event spaces, working with vulnerable people, work stresses on staff or volunteers or lone working. In addition to ensure that appropriate training, equipment maintenance, emergency procedures, safeguarding, fire, first aid, moving and handling procedures are in place.
4. Everyone who works with us should:
 - a) follow our policies and procedures on health and safety matters;
 - b) take reasonable care of their own health and safety; and
 - c) report all health and safety concerns to an appropriate person (as detailed above).

Arrangements for health and safety

Registered as a Charity No: 1063758

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Health and safety law poster is displayed at (location)	Office
First-aid box is located:	Office
Accident book is located:	Office

Risk assessment – we will ensure risk assessments are carried out, review regularly and any action to mitigate/avoid risks is carried out. A master risk register, subject to review by Trustees will be maintained by the Manager.

Training – we will identify and ensure any necessary training is carried out and kept up-to-date. We will provide protective clothing as necessary. We will ensure suitable arrangements are in place for employees who work remotely.

Equipment – we will operate equipment such as electrical appliances which are used as part of events or

Consultation – we will consult Trustees and employees on Health and Safety matters as they arise.

Evacuation – we will ensure that evacuation plans are communicated to Trustees, volunteers and employees. The very young/old or disabled may be more at risk and members of the public and attending events organised by the League of Friends may need to be made aware of procedures, such as fire evacuation.

Recording and Reporting

Any Health and Safety concerns or incidents should be reported, in the first instance, to the Manager. All serious incidents will be reported to the Trustees. Depending on the nature of any incident, the Manager may be obliged to report to other authorities such as the HSE under [RIDDOR](#) and the Charity Commission [Serious Incident Reporting](#).

Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	Feb 2024	Initial draft approved	Annually

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Attachments:

1. Useful Links.
2. Risk Assessment Matrix.
3. Risk Assessment Template.

Useful Links:

[HSE: Charities](#)

[HSE: H&SW getting started toolkit](#)

[HSE: H&SW made simple](#)

[HSE: H&SW policy](#)

[HSE: H&SW toolbox](#)

RISK ASSESSMENT MATRIX

The threat any risk poses is a combination of the probability (likelihood) of it happening and the impact if it did. This matrix can be used as a very simple tool to assess a risk.

		Probability – a risk will materialise		
		Low	Medium	High
Impact – if it did	Low	Very Low	Low	Medium
	Medium	Low	Medium	High
	High	Medium	High	Very High

RISK ASSESSMENT TEMPLATE

Details about risk:	Person carrying out review		Date Review carried out	
	Appointment		Date of next review	

Questions to ask yourself:

What existing risk controls are in place?	
Are existing controls effective and adequate?	
Are relevant policies in place and up-to-date?	
Does everyone who needs to, know about them and are these applied consistently?	
Has any necessary training been carried out and is it up-to-date?	
Is any necessary equipment available and serviceable?	
Are any repairs, maintenance or new equipment needed?	
Is any signage needed and in place?	

Assessing the risk:

What is the probability of the risk happening?	
How much of an impact would it have, if it did happen?	
What is the risk rating?	Low/Medium/High

Any action required:



Action required	Who is responsible	Deadline to complete

DRAFT