



## Health and Safety Policy

Herts Vision Loss sub contracts with an external Health and Safety Consultancy Service that provides a Health and Safety Management System which consists of a Health and Safety Manual and containing the main policies, risk assessments and some procedural guidance, and safety managers manual containing checklists and records for the day to day operation of health and safety.

The handbook is a controlled copy and must not be copied without permission of the external consultant.

It is the responsibility of the Chief Executive Officer to ensure that documents are reviewed and re-approved as necessary, that relevant versions of applicable documents are available at points of use and that documents remain legible and readily available

### 1. Policy Statement

It is the policy of Herts Vision Loss to seek and to provide safe and healthy working conditions and enlist the active support of all staff in achieving these ends.

The Health and Safety at Work Act 1974 (and subsequent health and safety legislation) places wide ranging responsibilities on all employers.

Herts Vision Loss attaches great importance to the health and safety and welfare of all persons with whom it has contact with. We regard the promotion of health and safety measures as an objective for everyone with whom Herts Vision Loss is involved. This ethos applies equally to:

- a All service users.
- b All staff.
- c All volunteers
- d All visitors.
- e All contractors.

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1.2 The commitment to health and safety is a management responsibility equivalent to that of any other management function. It is the duty of our Trustees to uphold this Policy at all times.

We will conduct business in such a way as to ensure, so far as is reasonably practicable, that persons not employed by us but who may be affected by its activities are not exposed to risks to their health and safety.

### 1.3 Herts Vision Loss's responsibilities

The Health and Safety is the responsibility of the Chief Executive Officer and this individual has been nominated to ensure that the objectives of the health and safety policy are carried out.

The Chief Executive Officer is responsible for:

- Ensuring that the accommodation and working conditions comply with the Offices, Shops and Railways Premises Act 1963 and all other relevant statutory provisions
- Specific instructions are issued for high risk areas
- Making certain that you are acquainted with fire procedures and for organising fire drills and for seeing that all flammable materials are stored in such a way as to minimise fire risk
- Seeing that the entrance and exits are clear of obstruction and that both you and all others on the premises have adequate means of escape should a fire or other hazard occur
- Ensuring that you are fully aware to whom accidents should be reported
- Providing you with training in health and safety matters necessary for your work
- Reporting faults in the structure of the building
- Examining and checking local health and safety arrangements and making or recommending improvements where possible bearing in mind the relevant codes of practice
- Examining accidents with the objective of eliminating the cause not determining the blame
- Identifying potential and existing hazards and recommending means of eliminating or controlling them

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- Considering the results of inspections and reports by safety representatives
- Considering the implications of any new or amended procedures or processes
- Establishing that all equipment (including personal protective equipment) used by you is suitable for the task and is kept in good working condition. Any problems with equipment must be recorded and notified to the Chief Executive Officer as soon as practicable

## Your Responsibilities

As an employee, you have a duty imposed by the Health and Safety at Work Act 1974, to your employers and colleagues as follows:

- To make yourself familiar and conform with our Health and Safety Policy
- To comply with agreed safety instructions and directions in current operation
- To co-operate in meeting statutory requirements
- To take reasonable care of your own health and safety and that of other persons who may be affected by your acts or omissions
- To ensure that necessary safety instructions are given to and observed for staff under your control
- To report hazards (including any situation representing a serious or imminent danger) or equipment defects to the Chief Executive Officer without delay
- Not to undertake any task for which authorisation and or training has not been given
- Report all accidents (including incidents of violence at work) to the Chief Executive Officer

If you are in a position of responsibility you have a duty to take all reasonable precautions for the health and safety of staff and volunteers working with you. This applies equally to your deputies or anyone even temporarily in charge. You must use all reasonable care at all times whether in the office or working for Herts Vision Loss in the community. In the event of an accident, the possibility of contributory negligence will be taken into account

You should ensure at all times that other people know where you are when you are away from your desk

Approved:	Revised:
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