

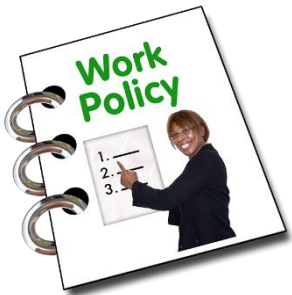


New Writing North

Health and Safety Policy and Procedure

Summary:

This policy is about Health and Safety in the workplace at New Writing North. The law says that every business must have a policy for managing health and safety.



It explains:

- What your employer must do to keep you safe at work
- What you must do to keep safe at work
- What to do if there is a problem

The procedure says how it will be done and who will do it.

Why we need to have this policy:



To make sure that New Writing North meets its legal and business requirements under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

The people who may be affected by this policy are:



- Staff
- Volunteers
- People who we work with or have contracts with
- People taking part in our events and activities



New Writing North, Health and Safety Policy Statement:

As an employer New Writing North is responsible for providing a safe and healthy workplace for everyone.

Our health and safety policy is to:



- Provide a healthy workplace this includes things like good lighting, ventilation, comfortable temperature, enough space to work and suitable desks and chairs



- Provide a safe place of work and learning this includes things like keeping buildings and equipment in good condition, keeping floors and walkways clear



- Provide welfare facilities, this includes things like toilets and hand basins with soap and hand-dryer or towels, and drinking water



- Think about possible things in the workplace that could cause injury or illness, these are called hazards. Take any action needed to stop or lower the risk of injury or illness



- Avoid accidents and work-related ill health



- Provide information, training, and supervision to make sure that everyone working at New Writing North can avoid hazards and be aware of their own and other's health and safety at work.



- Provide machinery, equipment, training, and safe ways to work



- Ensure safe ways of using, handling, storing, and transporting machinery and equipment



The Health and Safety at Work Act 1974 says that employees must take reasonable care of their own health and safety, and also for other people like colleagues and members of the public.



All employees should:



- Do what their employer says about health and safety to ensure their own and other people's safety



- Tell their line manager if they have any concerns about health and safety for themselves or other people



New Writing North will talk to staff, volunteers, people who we work with or have contracts with, people taking part in our events and activities about Health and Safety matters.



New Writing North, Health and Safety Policy Procedure:

How we will do this:



New Writing North's Board of Trustees will ensure:

- A Health and Safety Policy is in place



- A review of the policy every 3 years or sooner if the law changes



Executive Team

The Executive Team (Directors) are responsible for making sure the Health and Safety policy is carried out.



Health & Safety

The Director of Finance and Administration will be responsible for making sure this policy is carried out on a daily basis.



The Director of Finance and Administration has successfully completed the Managing Safely training course approved by the Institution of Occupational Safety and Health.



Risk Assessments:

Who will review them and how often:

Risk Assessments will be reviewed by the Executive Team once each year or more often if there is a change in working practices or if there is a new work activity.



Who will carry out the risk assessments?

The Senior Management Team (SMT) will ensure the Health and Safety Policy is carried out and will each prepare and carry out Risk Assessments for the areas of work they manage.



The Senior Management Team will ensure that:

- Their areas of work are risk assessed
- Safety checks to venues and equipment are carried out and any follow up actions are done
- Any training that is needed is completed



Training Needs

