

HEALTH AND SAFETY POLICY

INTRODUCTION

The aim of this policy is to ensure a healthy and safe workplace for all SNAPS staff, volunteers, families and visitors. This document is provided to all staff and volunteers on Induction and is made available via our website for all families.

POLICY STATEMENT

SNAPS is a charity managed by a team of staff and volunteers, and supported by a Board of Trustees, and run for children who have a range of special needs, and their parents/carers and families.

SNAPS meets regularly (see our website for details) at Penny Field School in Meanwood, North Leeds, where a variety of resources are utilised. SNAPS is also in the throes of expanding to a second site in South Leeds.

We regard the promotion of Health and Safety as being of the highest priority in order to meet our responsibilities under the Health and Safety at work Act and other relevant legislation, and also to ensure that staff, volunteers, families and visitors fully understand and accept the duties and responsibilities required of them.

In order to meet our obligations we will pay particular attention to the provision and maintenance of: -

- A safe work place, working environment, and means of access and egress.
- Safe equipment, materials and systems of work.
- Information, instruction, training and supervision to enable employees, volunteers and families to access the provision safely.
- Adequate welfare facilities.

In order to implement this statement the full commitment of everyone concerned is necessary and it is a condition of members of the group that they will comply with this statement by: -

- Obeying the safety rules posted in SNAPS undertakings.
- Complying with such codes of practice as may apply to any setting.
- Taking reasonable care of themselves and other persons who may be affected by their acts and omissions at work.
- Seeking expert advice from those with Health and Safety expertise.
- Attending training sessions as directed or recommended by those with Health and Safety expertise.
- Co-operating with the implementation of the policy.
- Notifying their immediate supervisor of any unsafe or hazardous conditions of which they become aware.
- Using and taking care of all protective clothing and equipment supplied by the organisation.

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SNAPS will identify individuals to take responsibility or roles within the realm of Health and Safety, as required.

SNAPS will also adhere to the findings of Risk Assessments where these are identified.

STATEMENT REVIEW

Due to the nature of Health and Safety legislation the statement will be reviewed on an on-going basis to accommodate any impending changes in legislation or Codes of Practice identified.

A review of the statement will occur on the review date indicated.

The Board of Trustees of the charity commits itself to this statement and fully supports those responsible for its implementation.

SIGNED

DATE

REVIEW PROGRAMME: DRAFTED 23 January 2017 / TRUSTEE REVIEW 30 January 2017 / NEXT REVIEW 30 January 2019
