



1. GENERAL STATEMENT OF INTENT

Homemaker Southwest recognises and accepts its responsibility to provide a safe and healthy workplace and work environment for all its employees, members, volunteers, users and visitors.

Homemaker will take steps, as far as is reasonably practicable, to meet this responsibility, including provision of funds and resources, paying attention to the provision of:

- Equipment and systems of work that are safe and without risk to health;
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Enough information, instruction, training and supervision to enable all employees and volunteers to minimise risk, be fully aware of, and be able to identify potential hazards within the workplace and contribute positively to their own safety and health at work.
- A safe place of work.
- A healthy working environment.
- A supportive working environment.
- Procedures for lone working outside the office environment

2. OPERATIONAL RESPONSIBILITIES

The Board of Homemaker will accept ultimate responsibility for ensuring the organisation's responsibilities within the health and safety legislation are met. The Board will delegate responsibility for implementation of such requirements at an operational level to the Directors.

As a minimum, Homemaker, through the Board, will satisfy the legal requirements of the Health and Safety at Work Act (1974) and any current or future regulations made under it.

No safety policy will be successful unless it actively involves all employees. Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees, contractors and sub-contractors are required to cooperate with the organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable. Wherever any member of staff has genuine concerns regarding any aspect of Health and Safety Policy or practice, it is their duty to immediately highlight these concerns to their Manager or to either Director.

This policy will be reviewed and, if necessary, revised annually.

In order to meet its aims outlined in the Statement of Intent, Homemaker will

- provide appropriate training, advice, equipment and documentation as necessary
- carry out assessment of risks and endeavour to reduce or eliminate these
- record notification of hazards, accidents and incidents
- consult with employees on matters of health and safety at work, including
 - implementation of and changes to procedures and equipment
 - arranging for professional advice
 - advising on likely risks and dangers within their work
 - measures to be introduced to reduce potential risks
 - training

Separate policies and procedures exist relating to a number of areas of operations, all of which are available at www.homemakersw.org.uk

Document control

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