



Health & Safety Policy

Owner	Sam Best – Chief Operating Officer				
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SWEDA is committed to ensuring the safety of our employees, volunteers, service users and anyone else affected by our business' activities. Health and safety is of absolute importance. Safety must affect everything we do, whatever our job, we have a constant duty to ensure there is no harm to our clients, colleagues or the general public.

Policy Statement

SWEDA is committed to:

- providing a safe and healthy working environment for its employees and to achieve health and safety excellence through statutory compliance with health and safety requirements.
- ensuring staff working from home have access to safe working environment and comply with health and safety requirements.
- protecting visitors and members of the general public from injury due to its work activities.
- ensuring that employees are given adequate information about the premises they work within to ensure adequate and appropriate protection from fire and procedures to secure their effective evacuation in the event of an emergency.
- ensuring that equipment, systems of work and the handling, storage and transport of articles and substances will all be arranged to ensure safe working and the absence or minimisation of risk to health.

Managers and employees at every level will ensure the health and safety of people through the identification and control of hazards within the workplace and the provision and execution of proper working standards in respect of health and safety. The organisation and allocation of duties for safety matters along with practical arrangements which the Charity will make to implement this Policy are set out in the next section of this document.

Operating the Policy

SWEDA Responsibilities

SWEDA is responsible for ensuring that, so far as is reasonably practical, appropriate arrangements are made to implement the general policy statement. In particular:

- SWEDA will investigate all matters that affect the health, safety and welfare at work of all employees. SWEDA will ensure that equipment and working methods are safe and without or at a minimum risk to health. SWEDA will make arrangements for the use, handling, storage and transport of articles and substances at work are to be safe and without or at a minimum risk to health.
- SWEDA will report all relevant accidents to the Health and Safety Executive, to comply with RIDDOR regulations (reporting of injuries, diseases and dangerous occurrences) and the Charity complies with COSHH regulations.
- SWEDA will maintain the workplace so that it is safe and without risk to health.
- SWEDA will provide access to the Health & Safety Policy and procedures/rules for the area of work and will ensure that all the procedures and rules are adhered to.
- SWEDA must ensure that first aid arrangements and fire procedures are known by all their staff so that proper action is taken in an emergency.
- SWEDA must be informed if there is an accident connected with work which results in an employee suffering from over a 3-day injury (i.e. the person is away from work or is unable to do their normal work for more than three days - including non-work days).

Employees' Responsibilities

Employees' are under a duty to take reasonable care for the health and safety of themselves and any of their colleagues. The following health and safety obligations apply to all staff:

- **ALL ACCIDENTS, HOWEVER MINOR**, which occur whilst at work must be reported to the Chief Operating Officer and fully recorded in the Accident Book without delay.
- Each employee is expected to report any health and safety problems they notice to the Chief Operating Officer without delay. The Chief Operating Officer will then be expected to respond immediately to the reported hazard and take every reasonable step to correct the hazard as soon as possible.
- SWEDA needs to ensure that it has up to date contact details for all employees' next of kin in case of an emergency or accident. Employees need to inform the Charity of any change to the contact details for their next of kin.
- Employees must only lift items they feel capable of lifting. Always bend your knees and keep your back straight and the load close to your body.
- All equipment, work and storage areas, gangways and facilities should be maintained in a clean and tidy condition.
- Any equipment must be left in a safe condition when unattended or when work ceases.
- Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as gross misconduct.

SWEDA will continually review the suitability of its health and safety regulations and will amend them as appropriate. All such regulations, and subsequent amendments, will be communicated to employees.

The Health and Safety Officer will receive regular and appropriate training to ensure that they are aware of current regulations and any changes to H&S law.