

Sentinus Health & Safety Policy

At Sentinus, we're committed to protecting the health and safety of our staff, volunteers, beneficiaries of our activities and anyone who is involved in or impacted by our work. This policy has been developed to help ensure we achieve this aim.

Statement of Intent

Our Health & Safety Policy is to:

- prevent accidents and cases of work-related ill health;
- manage health and safety risks in our workplace;
- provide clear instructions, information and adequate training to ensure employees are competent to do their work;
- provide personal protective equipment, where necessary;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe equipment and materials;
- ensure safe handling and use of materials and equipment;
- maintain safe and healthy working conditions;
- implement emergency procedures, including evacuation in case of fire or other significant incident;
- review and revise this policy regularly.

Responsibility for Health & Safety

Achieving a safe and healthy workplace is a collective responsibility shared between the Employer and staff. This policy must be adhered to by all staff, irrespective of seniority, tenure and working hours, including all employees, associate staff, contractors, casual staff, trainees and volunteers.

Employer Responsibilities

The Employer is responsible for:

- taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and anyone visiting its premises;
- identifying and managing health and safety risks;
- providing a safe and healthy place to work, with safe entry/exit arrangements, including during an emergency;

- providing and maintaining safe working areas, equipment and systems and, where necessary, protective equipment;
- providing adequate information, instruction, training and supervision to enable all staff and volunteers to carry out their work safely, to avoid hazards and manage their own health and safety;
- providing health and safety training appropriate for the role;
- consulting staff on health and safety matters;
- monitoring and review of health and safety at work for all staff and associated personnel.

Staff Responsibilities

All staff must:

- take reasonable care to safeguard their own health and safety and that of others who may be affected by their acts or omissions;
- co-operate with the Health & Safety Officer and the Employer to enable compliance with health and safety requirements;
- comply with health and safety instructions, including relating to safe use of equipment and materials;
- keep the workplace/location tidy and hazard free;
- report all health and safety issues to the Health & Safety Officer immediately;
- co-operate in the Employer's investigation of any incident endangering health and safety.

Risk Assessments and Manual Handling

A risk assessment is carried out to identify potential hazards in the workplace. The Employer will carry out a general workplace risk assessment when required and staff must carry out a risk assessment for the delivery of activities and events, as appropriate.

Guidance on manual handling can be obtained from the Health & Safety Officer and where necessary training will be provided. The Employer will try to minimise the need for manual handling where there is a risk of injury.

Non Compliance With Health and Safety Rules

Any breach of health and safety rules, or failure to comply with this policy, will be treated very seriously and is likely to result in disciplinary action, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

Overall Responsibility for Health & Safety

Overall and final responsibility for Health and Safety and for ensuring this policy is adhered to rests with:

- Bill Connor

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- safety, consulting employees, accidents, first aid and work-related ill health – Bill Connor, Andrea Baird, David Pilkington;
- risk assessments – Bill Connor (workplace), all staff (delivery of activities and events);
- maintaining equipment, instruction and supervision, training – David Pilkington.