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Applies to: All Trustees, Employees, Trainees & Volunteers	Health and Safety Policy	

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HEALTH AND SAFETY POLICY

Charitable Incorporated Organisation
Charity Number: 1159808

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	Health and Safety Policy	
Applies to: All Trustees, Employees, Trainees & Volunteers		

R-evolution will ensure that its staff & volunteers follow the Health & Safety Policy to the best of their ability, thus making sure that measures are in place to minimise the risk of any potential accident from occurring.

R-evolution will:

- Minimise the risk of accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain equipment and machinery

The Health & Safety Legislation not only places general duties on management. All staff and volunteers have legal requirements imposed to look after their own Health & Safety and that of others who may be affected by their acts or omissions. When working at any other organisation, staff/volunteers must also adhere to their specific Health & Safety procedures. Staff & volunteers have a responsibility to:

- Comply with all instructions or control measures given by management which are likely to affect their Health & Safety
- Comply with Risk Assessments for the work activity
- Make proper use of the health, safety and welfare facilities and equipment provided
- Make full and proper use of any personal protective equipment provided
- Refrain from the wilful measures or interference with anything provided in the interests of Health & safety and welfare
- Report any hazards found

Health & Safety Issues to be aware of:

Office & working areas:

- Working environments should be kept as tidy & clean as possible. Avoid causing any slip & trip hazards by ensuring the floor area is kept clear of files, boxes, oil or other liquids, etc.
- Avoid any possibility of manual handling injuries by not lifting boxes of paper/files, which are too heavy. Always lighten the load and adopt a safe lifting position. If in doubt, ALWAYS ask for assistance.
- If using a computer you are advised to take a rest break of 10 minutes away from the screen every hour, by varying the workload to reduce the continuous use of the screen & keyboard.

Fire Precautions:

- You must not obstruct any fire escape routes, fire doors or fire-fighting equipment
- You must report any fires and follow the Fire Procedure.
- Ensure you or any visitors you may have, always complete the visitor book at each building.

Accidents:

- You must seek first aid treatment for any injury you may receive, no matter how slight it may seem to be. It must then be reported and always entered in the accident book.
- You must report all accidents and near misses to your line manager as soon as possible.

Risk Assessments:

- Activities will be risk-assessed prior to commencing.
- Staff, trainees and volunteers should be made aware of the risk assessment (including being provided with any necessary training) prior to commencing activity.