



LAND OF JOY HEALTH AND SAFETY POLICY

Land of Joy is committed to maintaining safe and healthy working conditions for its staff, students and sub-contractors whilst at the Centre. All staff have corresponding responsibilities to co-operate with Land of Joy in achieving this goal. Common sense judgement should be used and knowledge of the procedures in this document is expected.

The Board of Trustees has overall and final responsibility for health and safety

The Director has day-to-day responsibility for ensuring this policy is put into practice

Overall responsibility for health and safety is that of the Trustees. The Trustees' intention is to do what is reasonable and practical in preventing personal injury and damage to property, and to protect everyone from foreseeable hazard and danger, including the public, in so far as they come into contact with Land of Joy or its activities.

STATEMENT of GENERAL POLICY

1. Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace
2. Provide clear instructions and information, and adequate training, to ensure staff are competent to do their work
3. Engage and consult with staff on day-to-day health and safety conditions
4. Implement emergency procedures – evacuation in case of fire or other significant incident.
5. Take into account statutory requirements for Health and Safety.
6. Recognise that all staff have a duty to co-operate in the implementation of this Health and Safety policy by:
 - Working safely
 - Meeting statutory duties
 - Reporting incidents and/or equipment that have led, or may lead, to injury or damage
 - Following Health and Safety procedures and safe systems of work

HEALTH AND SAFETY RISKS ARISING FROM LAND OF JOY ACTIVITIES

Risk Assessments will be undertaken by the Director or a specifically appointed team member. Any findings of these assessments, action and responsibility for control/removal of risks and implemented actions will be undertaken by the Director.

Assessments will be reviewed every year.

EQUIPMENT SAFETY

- Responsibility for the maintenance, monitoring and implementation of action arising from monitoring all equipment will be with the Director.
- Responsibility for all equipment meeting health and safety standards will be with the Director.

INFORMATION, INSTRUCTION AND SUPERVISION

- Induction training will be provided for all volunteers by the Director or other designated team member

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

1. First Aid box is kept in the Land of Joy main office and in the kitchen
2. The appointed First Aiders are: TBC

Emergency contacts are on display in the Land of Joy office.

All accidents will be recorded in the Accident Book which is kept on the door in the main office.

The person responsible for reporting accidents and dangerous occurrences to the enforcing authority is: Manager and Director.

MONITORING

To check our working conditions and ensure safe working practices are being followed, we will:

- Provide a forum for health and safety issues in trustee meetings
- Monitor equipment on a regular basis
- Act upon any concerns of volunteers.
- Reassess risks after accidents
- Reassess risks annually

The person responsible for investigating accidents, work-related causes of sickness and for acting on investigation findings to prevent a recurrence is: Manager & Director.

EMERGENCY PROCEDURES

- Fire and Evacuation Fire risk assessment is undertaken and implemented by the Director or an appointed team member
- Escape routes are checked every month by the Director or an appointed team member
- Emergency lights are above every fire exit doorway. They are all 3w LED bulkheads and connected to the main fire alarm
- The emergency lighting in the building is tested on a quarterly basis
- The fire alarm system and call points are checked weekly by the Manager
- There are 10 fire extinguishers (7x 6ltr water, 1 x 13A 2 ltr Foam and 2x 2 kg CO2) in the main building.
- These are serviced by Angel Fire on an annual basis.

ASSOCIATED DOCUMENTS

- Health and Safety Risk Assessment
- Health and Safety Manual
- Fire Risk Assessment

We are committed to reviewing our policy and good practice annually. This policy was last reviewed in: **July 2020**

Signed:(C M Elliott)

[Chair of Land of Joy board of Trustees]

Date:July 2020