

Amersham United Charities – Health and Safety Policy

1. Purpose

This Health and Safety Policy has been written for Amersham United Charities to ensure, so far as is reasonably practicable, the health, safety and welfare of all who may be affected by the Charity's undertakings, to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate, and to comply with the Charity's Governance Code.

2. Health and Safety Commitment

The Board of Amersham United Charities are committed to ensuring a safe living and working environment for all those who have lawful access to the Drake's and Day's almshouse properties, including the gardens, stores and other communal parts of the almshouses.

This commitment covers:

- full compliance with current health and safety legislation and regulations;
- an assessment of the significant risks faced by everyone (residents, trustees, clerk, visitors and contractors) who have access to the almshouses, and taking appropriate action to minimise these risks;
- provision of appropriate and suitable training, where necessary, and information, to ensure that everyone is aware of the risks and knows how to respond appropriately;
- having regular Quinquennial recorded inspections of the almshouses, including the communal parts, and instituting subsequent maintenance programmes which ensure that health and safety issues raised are given a high priority;
- all health and safety issues identified at any time are considered as a matter of urgency, and appropriate resources are made available for any agreed action to be taken.

3. Responsibility

Trustees

The Board is responsible for ensuring compliance with this Health and Safety Policy and has ultimate responsibility for all health and safety matters through its trustees.

This involves:

- the promotion of good health and safety practice.
- the allocation of necessary resources.
- the monitoring of the implementation of health and safety practice.

The Board delegates to a nominated individual trustee specific responsibility for the following:

- keep the Health and Safety Policy under review, bringing to the Board's attention any faults or areas of weakness in the Policy, and ensure that it is revised when necessary.
- ensure the dissemination and discussion of relevant information on health and safety.
- report details to the Board of where an accident/incident has occurred which may result in prosecution.

- report annually to the Board on the management of health and safety in the almshouses.

The residents are informed of the name of this nominated trustee.

All trustees are responsible for advising the nominated trustee of any health and safety issue that is drawn to their attention by the residents, or otherwise become aware of.

Clerk

The Clerk is responsible for advising the nominated trustee of any health and safety issue that is drawn to his or her attention by the residents, or otherwise becomes aware of. Residents are requested to tell the Clerk of any health and safety concern in the first instance.

Contractors

When trustees are selecting contractors for work in the almshouses or communal parts, they must ensure they are competent for the work required and capable of undertaking the work in a safe way.

4. Consultation

External health and safety consultants will be used to provide professional health, safety, environmental and occupational advice, as required.

5. Communication

This Policy is issued to residents and contractors.

6. Review

The Board will review the contents of, and compliance with, this Health and Safety Policy on an annual basis.

7. Approval

This Health and Safety Policy has been approved by the Board of Amersham United Charities.

31 January 2019