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| *Chandos & Dent’s Almshouses* | *Health & Safety Policy* |
| *Owner* | *Finance & Admin* |
| *Author* | *Martin Blackwell* |
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**1 Introduction**

This is a statement of policy by the Chandos & Dent’s Almshouses (“the Charity”) about its intentions, organisation and arrangements for ensuring the health and safety of its volunteers , residents, trustees, visitors and contractors, whilst in the communal areas and residents’ accommodation.

Supplementary to this general policy statement, there will be specific policies and procedures describing in detail health and safety provisions in each part of the organisation.

**2 Statement of Intent**

It is the policy of the charity to ensure, as far is reasonably practicable, the health, safety and welfare of its trustees and of others who may be affected by the Charity’s undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied legislation, as appropriate.

**3 Objectives**

In order to achieve compliance with the statement of policy the Charity has the following objectives:

3.1 To set and maintain high standards for health, safety and the protection of the environment in the residents’ almshouses;

3.2 To identify risks and set in place programmes to remove or reduce these risks;

3.3 To ensure that these standards are communicated to all volunteers, trustees, residents and visitors;

3.4 To ensure that all personnel are given the appropriate equipment, necessary information, instruction, training and supervision to enable them to work in a safe manner;

3.5 To ensure that the appropriate resources are made available to enable the policy to be implemented.

**4 Responsibilities**

To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the following responsibilities have been established:

4.1 Board of Trustees

The trustees are responsible for establishing the overall Health and Safety Policy for the charity and have ultimate responsibility for all health and safety matters.

This involves:

* The promotion of good practice within health and safety
* The allocation of necessary resources
* The monitoring of the implementation of health and safety practice

4.2 The Chair of Buildings Committee authorised through the board of trustees has personal responsibility for implementing and monitoring the policy and will:

* Keep the Health and Safety Policy under review, bringing to the trustees’ attention any faults or weakness in the policy and ensuring it is revised as and when necessary;
* Monitor the Policy’s implementation, set targets or objectives where appropriate and report progress to the board;
* Ensure the dissemination and discussion of relevant information on health and safety;
* Report details to the board of trustees where an accident/incident has occurred which may result in prosecution;
* Make annual reports to the board of trustees on the management of health and safety at the charity.

4.3 *(Not applicable to this charity – retained to keep para numbering in line with AA template)*

4.4 Individual Responsibilities

All volunteers residents, trustees and officers are required to:

* Co-operate in implementing the requirements of the Health and Safety Policy, legislation, related codes of practice and safety instructions;
* Refrain from doing anything which constitutes a danger to themselves or others;
* Bring to the immediate attention of the Chair of Buildings Committee any situations or practices that are noted which might lead to injuries or ill-health;
* Ensure that any equipment issued to them, for which they are responsible, is correctly used and properly stored;
* Be responsible for good housekeeping in the area in which they are working;
* Report all accidents, incidents, dangerous occurrences and near misses to the Chair of Buildings Committee.

**5 Contractors**

All contractors working in the charity’s property are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

**6 Communication**

The name of the person designated with the responsibility for health and safety is to be recorded at the first meeting of the board of trustees of each calendar year and published in the residents’ handbook. For 2025 that person is Mike Hill.

**7 Consultation and Training**

The board of trustees of the Charity are committed to involving volunteers and residents in the maintenance of health and safety standards and to provide them with adequate information, instruction and training as appropriate. External health and safety consultants will be used to provide professional health, safety, environment and occupational advice, as required.

**8 Policy Review**

The effectiveness of this general policy statement and other specific policies in use throughout the charity will be subject to annual review by the charity.

This policy has been approved for issue by the board of trustees of Chandos and Dent’s Almshouses.

Supplementary Procedures

1. The board of trustees will arrange for quinquennial inspections by an appropriately qualified professional expert of each of its properties. Any health and safety issues identified will be minuted by the board and appropriate action taken.
2. The board of trustees will conduct half-yearly inspections of each of its properties. Any health and safety issues identified will be minuted by the board and appropriate action taken.
3. Any incidents or faults liable to generate a health and safety issue reported to the Chair of Buildings Committee by a volunteer, resident or another trustee will be reported to the committee no later than the next scheduled meeting and appropriate action taken.
4. Any issues uncovered by any of the above processes will be logged as incidents in the Charity’s risk register and prevention/mitigation discussed at the next Buildings Committee meeting.