

LEISURE DIRECT
Charity No 1050948

HEALTH AND SAFETY POLICY

PURPOSE

It is the policy of Leisure Direct to seek to provide a safe and healthy work place and working environment for all of its employees/volunteers/members/visitors/general public. To that end it is committed to the removal of potential hazards where possible and to the setting up of procedures for dealing with unavoidable hazards and any resulting incidents that occur. It also intends to institute training in order to reduce the likelihood of such incidents.

RESPONSIBILITIES

Leisure Direct recognises its responsibility to protect the health and safety of service users and other persons who may be affected by its work and activities.

Leisure Direct will meet these responsibilities in particular paying attention to the provision and maintenance of:

- a) a safe place of work and activity location and access to them
- b) a healthy environment
- c) adequate welfare facilities
- d) plant, equipment and systems of work that are safe
- e) safe arrangements for the use, handling, storage and transportation of articles and substances
- f) sufficient information, instruction, training and supervision to enable staff and volunteers to avoid hazards and contribute positively to their own health and safety at work
- g) administrative arrangements designed to promote effective safety management

Overall responsibility for health and safety matters within the group is vested in the Safety Officer.

The Health and Safety at Work Act 1974, recognising that this is such an important area, lays down certain duties on all employees. The duties are to take care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to co-operate with the group and its officers to enable it to carry out its own responsibilities.

Members of staff and volunteers are required to make themselves familiar with the Health & Safety Policy.

In particular people have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, the members or the general public.

- adhere to the safety guidance for each activity and conform to all instructions given by those with a responsibility for health and safety.
- use protective equipment and use appropriate safety devices where these are provided for use at work.
- study and be familiar with the groups regulations and procedures with regard to fire precautions, etc.
- report all accidents at work and complete the Accident Report form (LD004 Appendix 1) no matter how trivial the event so that record may be made in the Accident Book immediately. Similar action must be taken in respect of staff, volunteers, carers and visitors.
- meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".