



Health & Safety Policy	
Latest Review: January 2025	Next Review: January 2026
<p>Compliance: Health & Safety at Work Act 1974</p>	
<p>Associated Policies: Fire Safety Moving & Handling First Aid Food Handling PPE Spillages of Blood and Bodily Fluids Corporate Manslaughter Communicable Diseases</p>	
<p>1. INTRODUCTION</p> <p>The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure, so far as it is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.</p> <p>Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.</p> <p>To enable these duties to be carried out, it is our intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.</p>	
<p>2. RESPONSIBILITIES</p> <p>2.1 Assist Trust CEO and management will so far as it's reasonably practicable ensure that:</p> <ul style="list-style-type: none"> • Adequate resources are provided • Risk assessments are carried out and regularly reviewed • Systems of work are provided that are safe and without risk to health • Arrangements for use, handling and storage of all articles or substances for use at work are safe and without risk • Employees are provided with sufficient training or instruction to secure their safety and that of others whilst at work • Where appropriate, health surveillance will be provided for employees • The provision of all equipment is safe and without risk • The working environment is safe and without risk to health and that adequate provision is made with respect to facilities and arrangements for welfare at work • The place of work itself is safe and that there is safe access to and egress from the workplace • Monitoring of activities are undertaken to ensure that standards are maintained 	

<p>2.2 It is the duty of all employees at work:</p> <ul style="list-style-type: none"> To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, and co-operate with us in fulfilling our statutory duties. Not to interfere with anything provided in the interest of health and safety. <p>2.3 General</p> <ul style="list-style-type: none"> This policy will be reviewed annually, amended and updated as necessary. Communication of any changes will be made to all staff. There are effective and established procedures for consultation between staff and management on all matters relating to health and safety and welfare. 		
<p>This is the statement of general policy and arrangements for: THE ASSIST TRUST, NORWICH</p>		
Richard Ward (CEO)		Has overall and final responsibility for health and safety
<p>Health, Safety & Maintenance (HSM) Team: Lisa Martin, Jo Heads, Anna Kasperowicz, Poppy Mathews, Philip Carter</p>		Have day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action / Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	<p>ALL ASSIST STAFF</p> <p>HSM Team</p>	All staff to behave in a safe and responsible manner, deal with H&S issues as they are seen, report other issues without delay. Staff to risk assess individuals, groups and activities as appropriate. HSM Team to conduct regular H&S risk assessments, monthly HSM meetings and ongoing monitoring..
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	CEO and HSM Team plus all supervisory managers	Induction and Supervision processes to cover all work competencies and keeping safe and well at work. Mandatory training, plus other as required and as highlighted during performance meetings.
Engage and consult with employees on day-to-day health and safety conditions	Assist Trust Managers and HSM Team	Induction process, weekly team meeting, reporting of faults / organizational H&S needs.
Implement emergency procedures – evacuation in case of fire or other significant incident.	HSM Team and all Assist Trust staff	Annual fire risk assessments carried out by team (or more regular if required) 6 monthly fire drills, annual training re. Fire procedure and all appropriate H&S matters, for all staff.

<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>CEO and HSM Team</p>	<p>Actions required as highlighted via risk assessments, fault reports or organizational H&S needs</p>
<p>Health and safety law posters are displayed at: (location)</p>	<p>Hall way entrance at:</p> <ul style="list-style-type: none"> • 20, Colegate • Lazar House <p>Heath Gardens:</p> <ul style="list-style-type: none"> • Field Centre 	
<p>First-aid boxes are located:</p>	<p>20, Colegate:</p> <ul style="list-style-type: none"> • Outside the Staff Office (ground floor) • Admin Office (1st Floor) • Kitchenette (2nd Floor) <p>Lazar House:</p> <ul style="list-style-type: none"> • Small Office • All Assist Trust Vehicles <p>Heath Gardens:</p> <ul style="list-style-type: none"> • Field Centre • Kitchen • Mousehold Kit 	
<p>Accident forms are found in the shared staff folders on the Assist Trust server</p>		
<p>Signed and Authorised by:</p> <p>Name:</p> <p>Role:</p> <p>Date:</p> <p>Name:</p> <p>Role:</p> <p>Date:</p>		