



HEALTH AND SAFETY POLICY

Charity No 1183575

Wivey Cares recognises its duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation to ensure that we maintain a safe and healthy working environment. Trustees, Committee members and Project Coordinator are aware of their responsibilities to ensure that they take all reasonable precautions to ensure the health, safety and welfare of those that are likely to be affected by our undertaking.

Micro Providers, Volunteers and anyone working under the name of Wivey Cares has a duty to take reasonable care of themselves and others in order to provide a safe place to work. Please comply with the following principles.

We recognise as far as reasonably practicable the duty to promote the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To make sure hazards are identified and regular risk assessments are undertaken.
- To provide information, instruction, training and supervision as is necessary to ensure a safe and healthy working environment.
- To promote health and safety and encourage best practice.
- To take the appropriate and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

Micro Providers Everyone within Wivey Cares, including our volunteers has a duty to take reasonable care of themselves and that of others Co-operate to provide a safe place and system of work, that may be affected by their activities.

Please comply with the following principles:

- Co-operate to provide a safe place and system of work.
- Not interfere with, or misuse any equipment provided in the interests of health and safety at work.
- Bring to the attention of the Project Co-ordinator any health or potential safety hazard of which they have become aware.
- Report any accidents or dangerous occurrences so that these may be investigated, with appropriate remedial action being instigated by the Health and Safety Officer who will take charge of the event. Should the incident involve clients, the Project Co-ordinator needs to be notified immediately.

The Project Co-ordinator will discuss with a client their support requirements and carry out a risk assessment. Volunteers and Micro Providers will be informed of any risk or hazard identified before accepting any assignment.