



## TODMORDEN LEARNING CENTRE AND COMMUNITY HUB LTD (TLCCH)

### POLICIES AND PROCEDURES

#### HEALTH AND SAFETY POLICY

#### 1. INTRODUCTION

TLCCH recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 including the responsibility to:

- 1.1 Provide and maintain a safe and healthy place of work
- 1.2 Provide adequate information, instruction, training and supervision
- 1.3 Provide and maintain plant and equipment and safe systems of work
- 1.4 Ensure safe access to and from the places of work
- 1.5 Work to prevent accidents and work-related ill health

#### 2. GENERAL HEALTH AND SAFETY

- 2.1 The overall responsibility for health and safety lies with the Board of Directors. The Manager of the TLCCH has day to day responsibility for managing health and safety.
- 2.2 The Management are committed to achieving the highest standards of health and safety throughout the organisation.
- 2.3 The Management are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the organisation's work activities.
- 2.4 The Management team will ensure that assessments of all areas of work activities are carried out regularly, to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- 2.5 The Management are also committed to ensuring that the work done by the organisation does not adversely affect the health and safety of any contractors or of members of the public.
- 2.6 The Management are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees.
- 2.7 TLCCH will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the

management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The organisation will always consult with the employees on these matters.

- 2.8 The Board of Directors will, as far as reasonably practicable, ensure that the organisation provides adequate financial resources to meet these objectives.
- 2.9 Copies of this policy are to be available to all TLCCH employees and other interested parties.

### 3. BOARD OF DIRECTORS DUTIES

- 3.1 The Board of Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- 3.2 It will be the responsibility of all the Board of Directors to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 3.3 To protect the safety and health of employees and others affected by the organisation's operations, the Board of Directors will:
  - 3.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at TLCCH and with the precautions which need to be taken to eliminate or control those risks.
  - 3.3.2 Establish procedures to deal with any emergencies.
  - 3.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
  - 3.3.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
  - 3.3.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the organisation.
  - 3.3.6 Ensure that all employees carry out the health and safety responsibilities allocated to them.
  - 3.3.7 Ensure the safety performance of the organisation is monitored and take action to remedy any identified deficiencies.
  - 3.3.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
  - 3.3.9 Ensure that all necessary PPE is provided to employees where appropriate, and that instruction is given on its use.

### 4. DESIGNATED HEALTH & SAFETY PERSON'S DUTIES

- 4.1 To ensure that all TLCCH Board members, users, supervisors and staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate or recommend any changes, developments and amendments to the policy as and when necessary.

- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for all employees and volunteers.
- 4.5 To create and maintain training records for all staff and volunteers.
- 4.6 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- 4.7 To ensure follow up action as needed.
- 4.8 To promote an interest and responsible attitude towards Health and Safety matters throughout the organisation.

This policy will be reviewed biennially or when there is a change in circumstances, in work practices or the introduction of new legislation.

**Approved at TLCCH Board meeting on: 18/10/2021**

**Date of Next Review: 2 years after approval**

These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.