

## 1. Introduction

- 1.1 This is the Health and Safety Policy Statement of HEDQF, in accordance with Health and Safety at Work etc. Act 1974
- 1.2 Our statement of general policy is:
  - to provide adequate control of the health and safety risks arising from our work activities
  - to consult with our Trustees and any Employees on matters affecting their health and safety
  - to ensure all employees are competent to do their tasks, and to give them adequate training;
  - to prevent accidents and cases of work-related ill health;
  - to maintain safe and healthy working conditions; and
  - to review and revise this policy as necessary at regular intervals.

## 2. Responsibilities

- 2.1 Overall and final responsibility for health and safety is that of the Trustees of HEDQF.
- 2.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chair.
- 2.3 Trustees and Associates have to:
  - co-operate on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to the Chair.

## 3. Health and safety risks arising from our activities

- 3.1 Risk assessments, where required, will be undertaken by the Chair or other delegated person or persons.
- 3.2 The findings of the risk assessments will be reported to Chair/Trustees. Action required to remove/control risks will be approved by the Chair.
- 3.3 The Chair will be responsible for ensuring the action required is implemented. Chair/Trustee will check that the implemented actions have removed/reduced the risks.
- 3.4 Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

## 4. Accidents, first aid and work-related ill health

- 4.1 All accidents and cases of charity related ill health are to be recorded in the accident book. The book is kept by the Company Secretary.
- 4.2 The Company Secretary is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.