

Health and Safety Policy

1. General Policy Statement

Although not required by law (as a company with less than 5 employees) to have a formal Health and Safety Policy, Healthwatch Rutland chooses to do so and uses as guidance the Health and Safety at Work etc Act 1974 which places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.

Healthwatch Rutland aims to:

- maintain an environment that is as healthy and safe as is reasonably practicable
- promote and apply safe practices and methods of working as is reasonably practicable
- ensure that appropriate training, instruction, information and supervision is provided to achieve these aims

2. Rutland Community Hub

As tenants of The Rutland Community Hub, Land's End Way, Oakham, LE15 6RB, Healthwatch Rutland will comply with the Health and Safety policy of the Rutland Community Hub. This is called 'The Health and Safety Policy for Voluntary Action Rutland, 2015' and is held in Hard Copy in the Healthwatch Rutland office. This is therefore available for all staff, volunteers and board members to read and ensure compliance with the requirements therein.

3. Risk Assessments

Healthwatch Rutland will undertake Risk Assessments for the office that the organisation occupies within the Rutland Community Hub. In addition, Risk Assessments will be undertaken, if necessary, for any other Healthwatch Rutland activities.

4. Responsibilities

All Healthwatch Rutland staff will receive Health & Safety training as part of their induction. All staff, volunteers and board members should take personal responsibility for the Health and Safety of themselves and others, take action to minimise risk, and alert management where support is required.

The Chief Executive Officer is responsible for the day to day implementation of this policy. The Board of Healthwatch Rutland are responsible for reviewing this policy every 3 years, or as required.