



1. GENERAL STATEMENT OF INTENT

- 1.1 Homemaker Southwest recognises and accepts its responsibility to provide a safe and healthy workplace and work environment for all its employees, members, volunteers, users and visitors. It also accepts responsibility for all other people who may be affected by its activities.
- 1.2 Homemaker will take steps, as far as is reasonably practicable, to meet this responsibility, including provision of funds and resources, paying particular attention to the provision and maintenance of:
- a) plant, equipment and systems of work that are safe and without risk to health;
 - b) safe arrangements for the use, handling, storage and transport of articles and substances.
 - c) sufficient information, instruction, training and supervision to enable all employees and volunteers to minimise risk, be fully aware of, and be able to identify potential hazards within the workplace, and contribute positively to their own safety and health at work.
 - d) a safe place of work and safe access to and from it.
 - e) a healthy working environment.
 - f) a supportive working environment.
 - g) procedures for lone working outside the office environment

2. OPERATIONAL RESPONSIBILITIES

- 2.1 The Board of Homemaker will accept ultimate responsibility for ensuring the company's responsibilities within the health and safety legislation are met. The Board will delegate responsibility for implementation of such requirements at an operational level to the Director.
- 2.2 As a minimum, Homemaker, through the Board, will satisfy the legal requirements of the Health and Safety at Work Act (1974) and any current or future regulations made under it.

- 2.3 No safety policy will be successful unless it actively involves all employees. The management of Homemaker will, therefore, cooperate as fully as possible with staff and volunteers in the implementation of this policy.
- 2.4 The delivery of a Healthy and Safe place to work is the responsibility of everyone. Wherever any member of staff has genuine concerns regarding any aspect of Health and Safety Policy or practice, it is their duty to immediately highlight these concerns to their Manager or the Deputy/Director.
- 2.5 All employees are responsible for making sure that they limit any risks to themselves or to anyone else.
- 2.6 Homemaker, through the Deputy/Director, will remind its employees and volunteers to be aware of their own responsibilities under section 7 of the Health and Safety at Work Act (1974) to take care of their own safety and that of colleagues and to cooperate with Homemaker so as to enable it to carry out its responsibilities successfully.
- 2.7 A copy of this statement will be given to all employees, and Homemaker will display a Health & Safety Executive poster within the workplace, which summarises the key points of the law.
- 2.8 This policy will be reviewed and, if necessary, revised annually.
- 2.9 In order to meet its aims outlined in the Statement of Intent, Homemaker will
 - 2.9.1 provide appropriate training, advice, equipment and documentation as necessary
 - 2.9.1 carry out assessment of risks and endeavour to reduce or eliminate these
 - 2.9.2 record notification of hazards, accidents and incidents
 - 2.9.3 consult with employees on matters of health and safety at work, including implementation of and changes to procedures and equipment, arranging for professional advice, advising on likely risks and dangers within their work and the measures to be introduced to reduce potential risks, and the planning of training.
- 3. Separate policies and procedures exist which relate to a number of areas of operations, they are all available at www.homemakersw.org.uk/policies

Date policy last reviewed and approved: January 2016

Date of next review: January 2018