



Health and Safety Policy Statement

Health and safety is a cornerstone of a civilised society and is everyone's responsibility

Endometriosis UK is committed to providing safe but efficient services that are without risk to the health or safety of staff, volunteers or any other persons who may have reason to have contact with the charity. This will be achieved through the way we work and behave.

It is the policy of Endometriosis UK to comply with the Health and Safety at Work Act 1974 and regulations made under it and in order to comply with the requirements of the Act and Regulations we will ensure that the arrangements put in place to secure the health and safety of staff and volunteers are robust and reflect best working practice.

As part of our commitment to providing safe but efficient services we will:

- Identify significant hazards connected with the operation of our charity and put into place such measures as may be necessary to eliminate, or reduce so far as reasonably practicable, the potential for the hazards to cause harm.
- Provide and maintain systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Put in place suitable arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles.
- Inform, instruct, train and supervise our staff to ensure, so far as is reasonably practicable, their and others health and safety whilst at work
- Maintain (so far as is reasonably practicable) our workplace in a condition that is safe and without risks to health
- Provide and maintain means of access to and egress from the workplace under our control in a condition that is safe and without risks to health or safety;
- Provide and maintain a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health,
- Provide and maintain adequate facilities and other appropriate arrangements for their welfare at work.

By working safely and considering the impact that our actions, as individuals, may have on others, we will be able to protect all our employees, volunteers and visitors from risks to their health and safety.

Employees are actively encouraged to work together to develop safe working practices and to ensure that everyone works in a manner that will not put themselves or others at risk of injury or ill health.

It is recognised that accidents and ill health have a significant impact on businesses: the smaller the workforce, the bigger the impact.

Endometriosis UK recognises that the most important asset it has is its employees and is committed to providing a work place that is safe and will not put employees or others who may be affected by the way

Responsibilities - who is responsible to whom for what

Health and Safety is everyone's responsibility though some people within the charity may have specific duties. These are set out below.

Trustees:	The overall and final responsibility for health and safety in Endometriosis UK rests with the elected trustees:
Chief Executive:	The Chief Executive is the head of paid service and acts on behalf of the staff and volunteers and has a responsibility to ensure:
<ul style="list-style-type: none"> • That the services provided are without risk to the health or safety of staff, volunteers, or any other persons who may have reason to have contact with the charity. • The charity's health and safety objectives are achieved • The charity's health and safety policies and procedures are regularly reviewed to secure continuing compliance with the law; • employees are consulted in good time on matters of health and safety • the charity is adequately insured against liability for death, injury and/or disease suffered by <ul style="list-style-type: none"> (a) any employee, as a result of their employment, and the death, injury and/or disease is caused by negligence or breach of duty on the part of the charity; or (b) any other person not employed by the charity and the death, injury and/or disease is caused by negligence or breach of duty on the part of the charity 	

Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)

Employers must inform, and consult with, employees in good time on matters relating to their health and safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the health and safety of those they represent.

Employees

Endometriosis UK will protect its employees and volunteers from risks to their health and safety. Where it is not possible to eliminate a hazard then all reasonable measures will be taken to reduce, to the lowest level possible, the risk to their health and safety. To do this all employees are required to:

Adhere to organisational procedures to ensure their safety, health and welfare at all times whilst representing Endometriosis UK and co-operate with their colleagues to meet the highest standards of safety.

Failure to comply with the health and safety policy, regulations, procedures or safe systems of work is a disciplinary matter, which may lead to dismissal in the case of serious or repeated breaches.

First Aid and other default or defects reporting requirements.

All accidents and incidents, which could have led to an accident, however, minor, must be recorded in the Accident Book and reported to one of the elected First Aider(s) or Line Manager.

Any employee who is suffering from, or has been in contact with, any infectious disease listed in the relevant procedure must contact their Line Manager and stay away from work until advised by a General Practitioner that it is safe for them to return.

All employees must make themselves aware of the location of first aid facilities and where they can locate a first aider or the appointed person in case of emergency.

Employees are expected to report any defects in equipment, tools or vehicles to their Line Manager immediately.

Any vehicle owned by an employee, which is used whilst the employee is at work, must be insured for business use.

Employees must not use any machinery or equipment with dangerous parts unless they have been adequately trained to do so safely.

Under no circumstances should any employee interfere with or attempt to repair or alter electrical systems or equipment unless they are authorised to do so.

Electrical faults must be reported immediately to their Line Manager, who will instigate the necessary remedial action.

Employees MUST use mechanical handling devices where provided and in no circumstances should employees attempt to move loads that could cause injury without obtaining suitable help.

Employees must not enter or otherwise gain access to any plant rooms, lift motor room, electrical distribution boxes or other areas where access is prohibited unless they have the necessary competencies to do so safely and have authorisation from management.

Employees are responsible for looking after any personal protective equipment provided for their use, for reporting any fault or damage and for using the personal protective equipment in accordance with instructions given to them.

If any employee suffers any irritation or skin problems after using any substance at work, they must report it to their Line Manager.

All access routes; corridors and staircases must be kept free from obstruction at all times. In particular, all fire escape routes and fire exits must be kept clear of obstruction at all times. Fire doors must not be left open when no one is in the office.

Employee representatives may make representations to the Chief Executive and or Trustees on any hazards, dangerous occurrences and general health and safety matters. They may also represent their group of employees in consultations with Health and Safety Inspectors.

GENERAL STATEMENTS OF HEALTH & SAFETY OBJECTIVES

Endometriosis UK recognise and accept their responsibility to provide and maintain working environments, plant, machinery, systems of work and facilities, which safeguard the health, and safety of their employees, customers and others who could be affected by their activities.

Endometriosis UK recognise that the development of a culture, which supports the Charity's health and safety objectives, is essential to achieve adequate control over risks.

Endometriosis UK employees will be consulted about any matters that could affect their health and safety whilst at work.

So far as reasonably practicable, any services provided by Endometriosis UK shall be safe and without risks to health.

So far as reasonably practicable, all substances and equipment purchased by Endometriosis UK will be suitable for the required task and will present the least hazard and minimum risk to employees, customers, sub-contractors and to the environment.

Sufficient information, training and supervision will be provided to enable all Endometriosis UK employees and contractors to recognise potential hazards and take all necessary precautions to avoid risk of accident or damage to health whilst carrying out their duties.

Endometriosis UK will ensure that all activities and premises meet with the requirements of current legislation and expert advice will be sought when necessary to achieve this.

Full and comprehensive risk assessments will be carried out by Endometriosis UK to ensure that all necessary control measures and safe systems are adopted.

This policy will be brought to the notice of all Endometriosis UK employees and other people who will be required to participate in its implementation.

This policy will be reviewed as necessary in response to developments, but at least annually to ensure that it is kept up-to-date with changes in legislation, new equipment and working practices.