

PATCHWORKING AGAINST POVERTY

Registered Charity 1149806

Health and Safety Policy

This policy applies to all trustees, volunteers and sessional workers, agency staff, students or any individual or organisation working on behalf of Patchworking Against Poverty (P.A.P.)

Context

- P.A.P. does not directly employ and staff in the U.K.
- P.A.P. does not own or manage any premises or physical assets within the U.K.
- A workplace will be considered any location in U.K. or overseas where P.A.P. volunteers, trustees, sessional workers are carrying out activities to directly support P.A.P. activities.

The purpose of this policy:

To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace

We will seek to keep our staff, volunteers, trustees and charity beneficiaries safe by:

- Appointing a trustee with specific responsibility for Health & Safety
- Conduct and act upon Risk Assessments on general charity operations at least annually
- Conduct and act upon Risk Assessments on specific charity projects prior to commencing the project
- Report on health and safety issues through the risk assessment process to the board of trustees
- To engage and consult with volunteers and sessional works on day-to-day health and safety conditions during projects
- Implement emergency procedures – evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Providing effective management for volunteers through supervision, support, training and quality assurance measures
- To provide clear instructions and information, and adequate training, to ensure volunteers, trustees and sessional workers are competent to do their work
- Ensuring we have effective complaints and whistleblowing measures in place

Legal Framework

The policy has been drawn up on the basis of law and guidance, applicable within the UK, namely:

- Health and Safety at Work Act 1974

This policy should be read alongside all other Patchworking Against Poverty Policies

Working overseas

When carrying out activities in overseas (non-EU) countries P.A.P. will take all reasonable steps to ensure compliance with the current effective laws and regulations of that country.

Contact Details

Health & Safety Lead (trustee)

Name

Email

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 30 May 2018

Signed : *Laura Scott*

(Chair of board of trustees)