

*Penny Royal Almshouses*

Registered charity no. 240660

# Old Windsor United Charities

## Health and Safety Policy

### Health and Safety Policy

#### 1 Introduction

This is a statement of policy by Old Windsor United Charities about its intentions, organisation and arrangements for ensuring the health and safety of its employees, residents, visitors and contractors, whilst in the grounds and residents' accommodation.

#### 2 Statement of Intent

It is the policy of the charity to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work, and of others who may be affected by the charity's undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate.

#### 3 Objectives

In order to achieve compliance with the statement of policy the charity has the following objectives:

- 3.1 To set and maintain high standards for health, safety and the protection of the environment.
- 3.2 To identify risks and set in place programmes to remove or reduce these risks (see Risk Assessment Policy).
- 3.3 To ensure that these standards are communicated to all residents.
- 3.4 To ensure that the appropriate resources are made available to enable the policy to be implemented.

#### 4 Responsibility

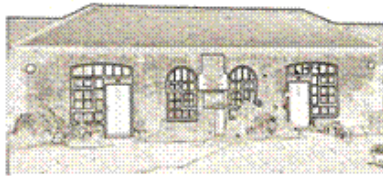
To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the following responsibilities have been established:

##### 4.1 The Trustees

The trustees are responsible for establishing the overall Health and Safety Policy for the charity and have ultimate responsibility for all health and safety matters.

This involves:

- The promotion of good practice within health and safety



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- The allocation of necessary resources
- The monitoring of the implementation of health and safety practice.

**4.2 The Clerk to the Trustees**

The Clerk as authorised by the trustees, has personal responsibility for implementing and monitoring the policy and will:

- Keep the Health and Safety Policy under review, bringing to the trustees’ attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary.
- Monitor the Policy’s implementation, set targets or objectives where appropriate and report progress to the trustees.
- Ensure the dissemination and discussion of relevant information on health and safety.
- Report details to the trustees where an accident/incident has occurred which may result in prosecution.
- Add Health and Safety to the agenda for every trustee meeting.

**5 Contractors**

All contractors working in the charity’s property are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

**6 Communication**

The policy statement will be distributed to all the residents.

**8 Policy Review**

The effectiveness of this general policy statement and other specific policies in use throughout the charity will be subject to annual review by the charity.

**9 This policy has been approved for issue by the Trustees of Old Windsor United Charities**

Name:.....

Signature:.....

Date:.....