



Windsor Christian Action
Supporting Vulnerable People in the Windsor Community

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

- 1.1 The Trustees of Windsor Christian Action recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and volunteers and that they have certain duties towards any vulnerable adults, guests, members of the public and visitors who might use the premises of the Windsor Homeless Project or in any other of the various centres from which the WCA operates.
- 1.2 The Trustees accept these duties and will continue to promote standards of health, safety and welfare that comply with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice.
- 1.3 The Trustees will take all such steps as are reasonably practicable to meet their health and safety objectives, which are:-
 - 1.3.1 the creation of a positive health and safety culture which supports risk control at all levels within these premises;
 - 1.3.2 to identify and control risk systematically as an effective approach to injury, ill-health and loss prevention;
 - 1.3.3 to maintain safe and healthy working places and systems of work and to protect all employees, volunteers and others, including the public in so far as they come into contact with foreseeable hazards;
 - 1.3.4 to provide and maintain a safe and healthy environment for all employees and volunteers, with adequate facilities and arrangements for their welfare;
 - 1.3.5 to provide all employees and volunteers with the information, instruction, training and supervision that they require to work safely and efficiently;

- 1.3.6 to develop an understanding of risk control and safety awareness amongst all employees and volunteers and, as a result of this, create individual responsibility for health and safety at all levels;
 - 1.3.7 to provide a safe environment for all guests and visitors to the various premises;
 - 1.3.8 to control effectively the activity of all outside contractors when on the various premises;
 - 1.3.9 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure in place and the committees already existing;
 - 1.3.10 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
 - 1.3.11 to review performance and the details of this Policy in order to keep abreast of changes in current legislation.
- 1.4 The Trustees are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.
 - 1.5 They will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees and volunteers whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1992.
 - 1.7 They consider that this Health & Safety Policy is an integral element of the overall WCA Development Plan and will be brought to the attention of all employees and volunteers and periodically reviewed and revised as necessary.

2. MANAGEMENT STRUCTURE

2.1 The Trustees

The Trustees;

- 2.1.1 accept full responsibility for health and safety within the WCA Projects.
- 2.1.2 consider that one of their primary objectives is to provide safe and healthy working conditions for employees and volunteers to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.3 recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for all others who visit the various Projects.
- 2.1.4 are committed to ensure that the WCA operates in accordance with current legislation.

- 2.1.5 will regularly monitor the effectiveness of the implementation of this Policy and will revise it where necessary.
- 2.1.6 will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.1.7 make an appointment of the WCA's nominated Safety Adviser who will have responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the Trustees.

2.2 **Project Managers**

The Managers of each of the four Projects, Homeless, Street Angels, Foodshare and More Than a Shelter (MTaS) will be responsible to the Trustees for the safe functioning of all H&S activities within their responsibility. They will;

- 2.2.1 monitor the effectiveness of the Policy on an on-going basis and recommend changes in the Safety Policy to the Trustees' Safety Adviser as required;
- 2.2.2 establish a system for the reporting back of all accidents, incidents, near misses, and investigate accordingly. The results of these investigations would then be reported to the Trustees' Safety Adviser and discussed by the Trustees;
- 2.2.3 be responsible for coordinating the preparation of statutorily required Risk Assessments.
- 2.2.4 ensure that staff, volunteers, guests and visitors cooperate with any emergencies, particularly with regard to fire.

2.3. **The Trustees' nominated Safety Adviser**

This person would normally be either a Trustee or the Secretary to the Trustees, or a professional firm whose duties would involve;

- 2.3.1 responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the Trustees and recommending any changes that might be required to the Health and Safety policy;
- 2.3.2 reporting to the Trustees any accidents, incidents or near misses;
- 2.3.3 coordinating the Risk assessments by each Project Manager;

Written by; M.McEvoy (Secretary to Trustees) in July 2020

Approved by Trustees: October 2020

To be reviewed by October 2021

Windsor Christian Action
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Charitable Incorporated Organisation No: 1154308

Windsor Christian Action is the umbrella charity for the following: Windsor Homeless Project, Windsor Street Angels, Windsor Foodshare and More than a Shelter.