

Health & Safety Policy

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Date Approved	TBC
Next Review Date	TBC

General Statement of Policy

1. **Ponsanooth Community Benefit Society (PCBS)** is committed to providing and maintaining a safe and healthy environment for all our employees, volunteers, contractors, and any members of the public who may be affected by our activities.
2. We will take all reasonably practicable steps to meet this commitment and to comply with our legal obligations under the Health and Safety at Work etc. Act 1974 and associated regulations. The overall responsibility for health and safety within the organisation rests with the Directors.

Our Responsibilities

As an organisation, we will:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees and volunteers on matters affecting their health and safety.
- Ensure all equipment is safe and properly maintained.
- Provide the necessary information, instruction, and supervision for all team members.
- Ensure all employees and volunteers are competent to do their tasks and give them adequate training.
- Aim to prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.

Responsibilities of Employees & Volunteers

All employees and volunteers have a duty to:

- Co-operate with us on health and safety matters.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Not interfere with or misuse anything provided for their health, safety, or welfare.
- Report any health and safety concerns, accidents, or near misses to their named supervisor or a director immediately.

Key Health & Safety Procedures

Risk Assessments

We will carry out suitable and sufficient risk assessments for all our significant activities and implement any necessary control measures. We will review these assessments annually or whenever there is a significant change in our work.

First Aid

- We will ensure there are an adequate number of trained first aiders and/or appointed persons.
- First aid boxes will be kept fully stocked and clearly signposted.
- All accidents, no matter how minor, must be recorded in the accident book.

Fire Safety

- We will assess the risk of fire and take appropriate precautions.
- All fire exits will be kept clear and well-lit.
- Fire extinguishers will be regularly inspected and maintained.
- All personnel will be made aware of the evacuation procedure in the event of a fire.

Equipment

- All equipment that we provide will be suitable for its intended use and properly maintained.
- Volunteers and staff will receive training on how to use equipment safely.
- Any faulty equipment must be immediately reported and taken out of service until it can be repaired or replaced.

Policy Review

This Health & Safety Policy will be reviewed at least once a year, or more frequently if there are significant changes to our operations or to health and safety legislation.