



# Marsden Mechanics Health and Safety Policy

September 2020

Review date: September 2023

Marsden Community Trust is a registered charity and company limited by guarantee  
Company Number 09392970 Charity Number **1168910**

# MARSDEN COMMUNITY TRUST (MCT) HEALTH & SAFETY POLICY

## STATEMENT OF INTENT AND GENERAL POLICY

- (a) Marsden Community Trust recognises their corporate responsibility under the Health and Safety at Work etc. Act 1974, to provide a safe and healthy environment for the people who come onto the premises.
- (b) They will take all reasonable practicable steps within their power to fulfil this responsibility.
- (c) It is the intention of the Trustees that for health and safety purposes the Trust is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and to circulate this information to all staff and subsequently to monitor the effective implementation of the arrangements.

### **The Trust is to carry out the following functions:**

- To pursue the objectives of the Council in respect of health and safety.
- To be available to any member of staff to discuss and to seek to address health and safety problems not satisfactorily resolved at a lower level or through the established arrangements.
- To note all health and safety instructions and advice issued by the Health and Safety Executive and Council. To keep a file of such information and ensure that this information is brought to the attention of, and made available to all staff and volunteers.
- To revise the procedures and safe working methods where necessary following changes in personnel or working arrangements.
- To ensure that appropriate advice and consultation is arranged.
- To identify the training needs of employees and volunteers, and arrange for appropriate training to be provided.
- To ensure that all areas of the building are inspected regularly.
- To ensure that the system for the reporting, recording and investigation of accidents and near misses operates in accordance with the R.I.D.D.O.R. (Reporting of Injuries, diseases and Dangerous Occurrences Regulations 1985).
- To ensure that all visitors, including contractors, are informed of any hazards on site to which they may be exposed. To ensure that due consideration is given to the possibilities of contractor's work affecting staff and other visitors to the premises.
- To ensure that new employees receive induction training in relation to safety arrangements.
- To ensure that effective arrangements are in force to facilitate ready evacuation of the building in case of fire or other emergency, and that fire fighting equipment is available and maintained.

### **INDIVIDUAL EMPLOYEES AND VOLUNTEERS WILL BE RESPONSIBLE FOR THE FOLLOWING FUNCTIONS:**

- Following designated procedures and safe working methods once they have been explained and understood by them.
- Attend safety training courses arranged by MCT.
- Work in a safe manner to protect themselves and other persons.
- To report faults or defects in equipment or the fabric of the building to relevant persons.
- Report accidents and incidents to MCT.
- Seek advice from their line manager if they are unsure about any health or safety matter.

### **Risk Assessment**

The Trust will carry out risk assessment procedures regularly. Any defects or occurrences in or on the premises which might constitute a health and safety hazard will be dealt with appropriately.