



HEALTH & SAFETY POLICY

Statement of Intent

The Health and Safety Policy of Speaks Volumes is to:-

- provide and maintain a healthy environment for all activities at all times
- ensure adequate control of health and safety risks arising from the Charity's activities, this includes communication with users and volunteers
- provide all required instruction, training, supervision and other relevant health and safety information to trustees and volunteers
- ensure that all trustees and volunteers are competent in the activities they are engaged in
- continue to consult with and update trustees and volunteers on all Health and Safety issues
- provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by trustees and volunteers where risk is involved and potential danger has been identified
- encourage all trustees and volunteers to take reasonable care for the health and safety of him/herself, fellow trustees and volunteers and all persons accordingly and to report any hazard which cannot be controlled personally to the Chair of Trustees.

Risk Assessment

- All public halls/buildings shall comply with current health and safety legislation.
- All public halls/buildings shall carry Public Liability Insurance
- All equipment supplied to a beneficiary of Speaks Volumes will include the original safety notices and users advised to read it carefully
- All equipment used with beneficiaries of the charity will be PAT (portable appliance tested)
- provide all required instruction, training, supervision and other relevant health and safety information to trustees and volunteers

Policy Approved 19 November 2008

Signed
Chair of Trustees