

	<h1>Health and Safety Manual</h1>	
Section: 06.01	Subject: Statement of Intent	Issue: 11
	Date: 30.01.20	Review: 30.01.21

Life takes its health, safety and welfare responsibilities seriously and recognises the positive benefits to its employees, volunteers, clients, customers and contractors from developing and maintaining a high level of safety. For this to happen, it is our intention to take all reasonable and practicable steps to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation and that the approach to health and safety is based on the identification and control of risks.

In order to achieve this, Life's aims and objectives will be:

- To allocate adequate resources in terms of finance, personnel (including external assistance if appropriate), equipment and time so that proper provision can be made for health and safety.
- To ensure management considers health and safety equal to all other business functions and will attach equal importance to achieving health and safety objectives.
- To ensure that health and safety management is an integral part of the managers' function and will monitor their performance along with other duties to agreed standards.
- To ensure that all volunteers are owed a duty of care
- To ensure monitoring arrangements are in place so that accidents, near misses and cases of work related ill health can be investigated and the appropriate action can be taken to reduce the likelihood of recurrence.
- To ensure arrangements are in place for the effective planning, review and development of Life's health and safety policy statement and the communication of any such changes to employees and others who may be affected by those changes.
- To ensure all employees/volunteers including temporary staff are provided with such information, instruction, training and supervision as is necessary to secure the safety of others (including visitors) who may be affected by their actions.
- To ensure risk assessments are carried out, communicated and reviewed within set timescales.
- To ensure safe systems of work are developed and maintained that are safe and without risks to health.
- To ensure procedures are in place so that the provision and maintenance of all equipment provided for employees/volunteers is safe and without risk to health.
- To ensure the working environment is safe and without risks to health and adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- To ensure that places of work are safe and that there is safe access to and egress from the workplace.
- To ensure the arrangement for handling, storage and transportation of articles and substances for use at work are safe and without risks to health.
- To ensure the minimum standards laid down by law are adopted and where there is demonstrable benefit seek to exceed them.

Life recognises that health and safety is the responsibility of everyone. It is not just a management function. The co-operation and contribution of every employee is vital to achieving the aims and objectives set out above.

All employees have specific legal responsibilities namely:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and co-operate with us in fulfilling our statutory duties
- Not to interfere with or misuse anything provided in the interest of health and safety
- To report any unsafe practices or situations

Signed: 
S. Sharpe Chief Executive Officer

Date: 30th January 2020