



## **AUTISM GUERNSEY**

### **HEALTH & SAFETY POLICY**

***This Policy should be read in conjunction with the Lone Working Policy and Risk Assessment Policy held by Autism Guernsey.***

#### **1. General**

Autism Guernsey attaches great importance to health and safety matters and accepts the responsibility to carry out its operations to ensure that as far as practically possible employees and visitors shall not be exposed to risks to their health and safety. All activities at the premises shall be carried out with the highest regard for the health and safety of employees, visitors and clients.

#### **2. The Responsibilities of the Charity**

2.1 The Charity will make every practical effort to comply with the obligations laid down under the relevant jurisdictional Health and Safety at Work Laws. In particular, and so far as is reasonably practicable:

2.1.1 the provision and maintenance of systems of work that are safe and without risks to health;

2.1.2 access to first aid equipment in the office;

2.1.3 the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees;

2.1.4 that any place of work under Autism Guernsey's control, shall be maintained in a condition that is safe and without risks to health with the provision and maintenance of means of access to and egress from it that are safe and without such risks;

2.1.5 the provision and maintenance of a working environment for all employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

2.2 Autism Guernsey will use their best endeavours to:

2.2.1 ensure that this policy is actively complied with and to create a climate in which there is an awareness of the importance of health and safety;

2.2.2 define areas of responsibility for safety where appropriate;

2.2.3 maintain a set of policies and procedures relating to health and safety;

2.2.4 provide the necessary resources with which to pursue this policy;

2.2.5 ensure that visitors are protected by this policy;

2.2.6 ensure that employees and visitors are aware of this policy.



2.3 The Charity encourages you to examine this policy and take action or seek advice appropriate to your situation. The Company will be willing at any reasonable time to discuss any aspects of the policy with you or all employees.

2.4 The Charity will include familiarisation of this policy in the staff induction programme.

2.5 This policy will from time to time be reviewed and amended as necessary. Employees will be kept informed of any amendments.

2.6 Autism Guernsey has an Injury/Incident book which should be completed following any injuries or incidents and where necessary a report will be submitted to the relevant Director.

### **3. The Responsibilities of Employees**

3.1 All employees have an important part to play in the operation of and co-operation with the Health and Safety Policy.

3.2 Every employee has a responsibility for ensuring that they:

3.2.1 take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and

3.2.2 as regards any duty or requirement imposed on the Charity or any other person by or under any of the relevant statutory provisions, to co-operate with the company so far as is necessary to enable that duty or requirement to be performed or complied with.

3.3 In practice this means employees must:

3.3.1 understand and observe safety arrangements;

3.3.2 never interfere with, or misuse, anything which has been provided for their health, safety and welfare;

3.3.3 co-operate in matters of health and safety and report anything which they consider to be a hazard or a danger;

3.3.4 not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **4. Fire Procedures**

Fire evacuation procedures will be given to employees and explained on their first day with the Charity as part of the induction process and must be strictly adhered to.

### **5. First Aid**

There is a trained and designated First Aider in the office and details of whom, and first aid procedures, is explained as part of the induction process.

**Date policy adopted:** \_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_

**Date policy to be reviewed:** \_\_\_\_\_