

Health and Safety Policy

It is the policy of the National Tremor Foundation to: maintain safe and healthy conditions for staff, volunteers and others who use our service, as far as is reasonably practical. The National Tremor Foundation ('the Organisation') recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other people taking part in its activities, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations

The National Tremor Foundation will:

- Provide adequate control of health and safety risks arising from our work activities in respect of all personnel working with us, including the general public,
- encourage persons working with us to co-operate in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirement and spirit of the legislation.
- Consult with staff, volunteers and trustees on matters affecting health and safety.
- Provide and maintain safe equipment.
- Ensure safe handling.
- Provide information, instruction, supervision and support for helpers, including those working for other employers and ensure that all are given adequate training in order to maintain a high level of health and safety within our organisation.
- Review and revise this policy as necessary at regular intervals.
- Ensure that it regularly identifies and records risk.
- Where appropriate will ensure that action is taken to reduce risk.

The National Tremor Foundation will ensure that everyone who uses the services (staff, volunteers or members of the public) is aware of the following:

- Location of Health and Safety information – including fire procedures.
- Who is responsible for managing and implementing the policies.
- Location of first aid provision.

This policy statement and/or the procedures for its implementation may be altered at any time by the Organisation's Board of Trustees. The statement and procedures will be reviewed bi-annually by the Trustees. The person with overall responsibility for Health & Safety within the National Tremor Foundation is:

Health and Safety at Work Act, 1974**Statement of the National Tremor Foundation's Health & Safety Policy****Address:**

.....

Post Code

Statutory Duty of the Organisation

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its volunteers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Organisation will:

- Assess the risks to the health and safety of its volunteers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment and the associated risk assessment document;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers;

- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s) about this appointment;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate in terms of issues such as burnout and injury while on site
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means; Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of the Organisation's volunteers

Volunteers also have legal duties and the Organisation strongly requests all volunteers

to observe these. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work items provided by the Organisation correctly;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation.