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## INTRODUCTION

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This Health and Safety Policy is divided into three sections as follows:

### Health and Safety Policy Statement

This section sets out the general aims and objections of the Health and Safety Policy and is signed by the Chairman of Trustee and Chief Executive.

### Organisation for Health and Safety

This section provides information on the health and safety management system and organisational arrangements in place for implementing the aims and objections of the Health and Safety Policy, including specific roles and responsibilities.

### Arrangements for Health and Safety

This section details the specific procedures to be adopted by staff, pupils, visitors, and contractors in order to ensure that the aims and objectives outlined in Section One are put into practice. These arrangements are supplemented by other Trust policies that relate to the management of health and safety for particular Trust activities, facilities, staff, pupils and visitors. Where related policies exist, these will be clearly signposted from the 'Arrangements' section.

## AMENDMENT RECORD

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Any amendments made to this Health and Safety Policy will be recorded in the table below and communicated to staff accordingly. Staff will be consulted on any significant changes to this Health and Safety Policy via the Health and Safety Committee.

Revision No.	Date	Section No.	Section Title	Details of Amendment(s) made	Amendment(s) Made by

## 1.0 HEALTH AND SAFETY POLICY – STATEMENT

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It is the legal responsibility of St. Paul's Community Development Trust to ensure the health, safety and welfare of all staff, students, and service users.

In accordance with the requirements of all applicable statutory requirements, it is the policy of the organisation to:

- In consultation with staff, assess hazards and risks that may be encountered in the course of work or activities carried out by the Trust or on its property.
- Take measures to mitigate or eliminate identified risks and hazards.
- Provide equipment and systems of work which are safe and without risk to health.
- Provide all staff with appropriate information, instruction, training, and supervision.
- Provide all students, learners, service users and visitors appropriate with information, instruction, training and supervision.

The specific responsibilities and arrangements for health and safety are defined in the health and Safety Procedures which can be found in the Policy and Procedures section on SharePoint. The Board of Trustees has overall responsibility for health and safety. They will ensure that an effective Health and Safety Policy is maintained and that adequate resources are provided for its implementation.

All persons are responsible for implementing the Policy in respect of the areas and activities under their control, thereby ensuring the health and safety of those under their direction. The effective implementation of this Policy requires the co-operation and active involvement of staff at all levels and in all areas.

Staff are required to:

- co-operate with the Trust to ensure compliance with statutory requirements by working in accordance with the Health and Safety Policy and standard operations procedures.
- work safely to ensure the health and safety of themselves and that of any other persons who could be affected by their acts and omissions
- report any areas where existing safety arrangements fail to reduce risks to an acceptable level

To ensure the above standards are maintained, the Trust consults with its staff on safety matters and monitors the effectiveness of the safety programme. The monitoring includes an annual audit of safety performance.

It is the responsibility of the Health and Safety Committee to review and prioritise the significant recommendations arising out of the safety monitoring, consultation and risk assessment programme. The implementation of any recommendations will be planned and reviewed by the Committee to ensure continuous improvement in health and safety performance.

Name:		Name:	
Position:	Chair of Trustees	Position:	Chief Executive
Date:		Date:	
Signed:		Signed:	