

The Oasis Centre – Cornwall

Health and Safety Policy

The Trustees are concerned to preserve and to protect the health and the safety of all who have dealings with the Charity, however slight, and have accordingly adopted this policy. In doing so, they recognise first of all that this policy is of direct relevance to all Trustees, staff and volunteers acting and working for the Charity, who must therefore be familiar with it and comply with it.

Secondly, this policy is also relevant to all persons to whom the Charity provides services and advice, to all visitors to premises occupied by or being used by the Charity and to all members of the public attending or participating in any event or activity in which the Charity is playing a part.

Miss Pat Walton is the Charity's Health and Safety Co-ordinator.

Risk Assessment

Regardless of the circumstances, the first consideration must always be an assessment of potential risks to human health and safety. In the case of any premises involved, the possible outbreak of fire and potential sources of accidents must be assessed and any remedial measures identified and adopted. Elsewhere, particular dangers in the locality must be considered together with possible contributing factors such as inclement weather and crowding.

The assessment of potential risks and any steps taken to mitigate them must be recorded.

Premises

Key considerations are fire extinguishers and first aid equipment and their location. Alarm systems and escape route(s) will also be relevant. Potential hazards include damaged furniture, faulty or unguarded machinery and equipment (particularly electrical equipment), staircases, inadequate lighting and tripping hazards. It is also necessary to consider the sufficiency of heating, lighting and ventilation. Note that the need to lift anything heavy can present a danger.

Accidents

All accidents involving personal injury must be reported to the Health and Safety Co-ordinator, who will make a record of the incident.

Personal Safety

Trustees, staff and volunteers are required to take care of their own personal safety and also to have due consideration for the safety of others.

When visiting other premises Trustees, staff and volunteers are required to ensure that someone else knows of their whereabouts and to take sensible precautions during their visit if those premises are isolated, poorly lit or otherwise indicating the need for caution.

First adopted by the Trustees on 20th April 2016 and to be reviewed annually in January.