

## HEALTH & SAFETY POLICY

Updated: 18<sup>th</sup> January 2023

### General Policy Statement

The Software Charity aims to ensure that all activities carried out or undertaken by our staff and/or volunteers are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.

We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, (the HSWA) and related Codes of Practice and regulations that apply to our activities.

We will achieve this by:

- Ensuring that anyone who may be affected by our activities is not exposed to undue health and safety risks
- Carrying out suitable assessments of the health and safety risks to which staff and volunteers may be exposed and minimise those risks as far as is reasonably practicable
- Ensuring that our staff and volunteers take responsibility for their own health and safety including their actions, appropriate mode of dress/footwear and awareness of risks
- Establishing clear organisational and procedural arrangements to effectively carry out our duties
- Providing a safe working environment for staff and volunteers including a fire risk assessment
- Providing equipment that is maintained in a safe condition at all times
- Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness and ensure that fire drills and tests of fire points/detectors/emergency lighting are undertaken regularly
- Ensuring the safe storage, handling and labelling of any hazardous materials
- Providing relevant information, advice, training, instruction and supervision
- Consulting with staff and volunteers on health and safety matters
- Implementing appropriate procedures for the effective monitoring and review of this policy, our organisational arrangements and our health and safety procedures
- Encouraging a positive attitude to health and safety and ensuring that all staff, by example, promote safe practice.