

Health and Safety Policy

Young Epilepsy is committed to ensuring the health, safety and welfare of all persons affected by its operations and will, so far as is reasonably practicable, establish and implement systems necessary to fulfil this commitment and to comply with and exceed its statutory obligations with regard to health and safety

Young Epilepsy will provide and maintain a healthy and safe working environment to minimise the number of instances of accidents and illnesses.

Young Epilepsy will:

- maintain the workplace in a safe condition, providing adequate facilities and arrangements for welfare at work
- identify hazards through risk assessment and incident reporting
- provide a safe means of access to and egress from the workplace
- provide safe, well maintained equipment and safe systems of work
- ensure safety to health in connection with the use, handling, storage and transport of articles and substances
- ensure employees and other persons are kept safe by providing sufficient information, instruction, training and supervision
- ensure due regard is given, in all health and safety matters, to employees and other persons who have specific needs, disabilities or medical conditions
- provide guidance to employees on health at work
- ensure that health and safety is reported at every Trust Board meeting and there is a minimum of one formal review each year

Young Epilepsy recognises its duty to protect the health and safety of all visitors to the organisation, including students/service users, contractors, temporary workers and volunteers as well as members of the public who may be affected by the organisation's work operations.

It is the responsibility of everyone throughout the organisation to familiarise themselves with the Health and Safety Policy and related procedures and to attend training and understand instruction as required. It is the responsibility of each individual to recognise and act upon their own responsibilities to ensure the health, safety and welfare of all persons.

This procedure is agreed by the Chair of the Board and Chief Executive Officer and will be implemented by all Departments.

Signed:

.....

Date:

Jane Ramsey, Chair of Trustees

Date of next review: 1 June 2018

Signed:

.....

Carol Long, Chief Executive Officer