

## **Health and Safety Policy Statement**

**The Health and Safety Policy Statement outlines Young Epilepsy's intent to comply with the Health and Safety at Work etc. Act 1974 and all relevant regulations made under that Act, including the Management of Health and Safety at Work Regulations 1999.**

Young Epilepsy will implement, maintain and seek to improve procedures which give effect to the organisation and arrangements required to ensure, so far as reasonably practicable, the health, safety and welfare of employees (including volunteers and agency workers), contractors, visitors, members of the public and the children and young people who use Young Epilepsy's services.

The required organisation and arrangements will primarily be outlined in the Health and Safety Management Procedure.

Young Epilepsy will take a risk based approach to managing health and safety; maintaining an Occupational Safety and Health Risk (and Legal) Register and basing relevant strategic and operational decisions on risk assessment.

Young Epilepsy will monitor the organisation and arrangements given effect by this Policy Statement and follow a 'Plan Do Check Act' management model inclusive of an annual Health and Safety Plan.

To support the improvement of the organisation and arrangements in place to ensure health and safety, Young Epilepsy will implement a programme of internal and external audits.

Young Epilepsy will provide the necessary information, instruction, training and supervision to ensure the health and safety of employees and, where relevant and appropriate, other people.

Young Epilepsy will employ a Health and Safety Advisor to act as the organisation's competent person for Health and Safety.

Young Epilepsy will implement a system for the reporting and recording of adverse events. Adverse event data will be analysed and remedial action tracked to completion.



Young Epilepsy will recognise a number of special employee populations, including new and expectant mothers and young people, for whom additional or adapted organisation and arrangements may be required to ensure their health and safety.

Young Epilepsy will actively encourage the participation and engagement of employees and their representatives when implementing, maintaining and improving the organisation and arrangements in place to ensure health and safety.

Young Epilepsy will define corresponding roles and responsibilities to ensure the relevant organisation and arrangements in place are appropriately owned and managed.

The Health and Safety function will be owned by the Director of HR and managed by the Health and Safety Advisor.

Without prejudice to the generality of this Policy Statement, Young Epilepsy will also give effect to the following associated Policy Statements:

- Environmental Policy Statement
- Fire Safety Policy Statement
- Contractor Management Policy Statement

---

This policy is agreed by the Executive Team and will be implemented by the Health and Safety Advisor on behalf of the Director of HR.

Signed: .....

Date: .....

Chief Executive (CEO)

Date of review: May 2020  
Date of next review: August 2021  
Owner: Director of HR  
Author: Health and Safety Advisor