



# Trigeminal Neuralgia Association UK

Registered Charity No. 1155001

## Health and Safety Policy

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<i>Reviewed by:</i>		<b>Chairman</b>		
<i>Next Review date: <b>by April 2017 latest</b></i> (individual sections to be reviewed on a rolling basis)				

Signed .....

Chairman

On behalf of the Executive Committee

Dated .....

## A. General Policy Statement

The Trigeminal Neuralgia Association UK is committed to the safety, health and welfare of its volunteers, employees, visitors and others involved in any related activities.

The Association will comply with the requirements set out in the Health and Safety at Work Act 1974 and all other relevant legislation in order to ensure a safe working environment.

It is essential for the success of this policy that everyone accepts personal responsibility for their own welfare and that there is appropriate communication between members of the Executive Committee, volunteers and employees (where appropriate) in promoting and maintaining safe working conditions.

The Association will update its Health and Safety policy in accordance with any new legislation that may apply.

TNA UK will take all necessary steps to ensure that its legal duties relating to health and safety are met at all times.

The aims of this policy statement are to set down the broad approach which the Association takes towards the management of health and safety. Members of the Executive Committee (Committee) have the responsibility for communicating this policy throughout the Association and ensuring that health and safety considerations are always given an appropriately high priority in the planning and undertaking of all activities.

All employees and volunteers are required to co-operate with the Association in carrying out the policy. They should ensure that their respective activities are carried out, as far as is reasonably practicable, in accordance with both the general and specific requirements of the policy and without undue risk to themselves or to others.

Reference should be made to the Committee in the event of any difficulties arising in the implementation of the policy. Committee members will ensure that the policy is reviewed at least every two years and revised if necessary.

A copy of the Policy Statement will be displayed prominently at the office of the Association and be available on the Association's website. It will be issued to any members of staff, committee members or volunteers.

The Association has Employers' Liability insurance of £10 million and a current copy of the Certificate of Employers' Liability insurance.

## **B. Roles and Responsibilities**

### **Committee**

Health and safety law places duties on organisations, employers and employees, and individuals may be personally liable when these duties are breached. Members of the Committee may have both collective and individual responsibility for health and safety.

The Committee sets the direction for effective health and safety management and establishes policy, ensuring that health and safety is an integral part of the Association's culture, values and performance standards.

The Committee will:

- Give visible, active commitment
- Communicate any safety requirements effectively
- Integrate health and safety considerations alongside business decisions

### **Named Individual**

The Chairman will champion health and safety, demonstrating the Association's commitment that safety is taken seriously. However, all other members of the Committee inevitably share some of the responsibility with the Chairman.

### **Health and Safety and the Committee**

Health and Safety policy and procedures will be reviewed every two years by the Committee. The following issues will be covered:

- Safety rules and procedures for all meetings and events
- Monitoring legal compliance following new legislation
- Periodic inspection of office premises and agreeing on necessary actions
- Review accidents and near miss investigation reports
- Safety awareness amongst volunteers and events organisers
- Review of any training needs for the Association
- Review of policies and procedures on a regular basis

### **Responsibilities**

All workplace equipment will be maintained, repaired and serviced by a competent person, in accordance with manufacturers' and suppliers' instructions and all relevant legislation and regulations. Records will be retained. All electrical equipment will be tested regularly, in accordance with the Electricity at Work Regulations 1989 and a record kept.

Staff and volunteers may receive guidance on manual handling and Display Screen Equipment (DSE) workplace assessments where their roles involve these activities.

Any contractors, suppliers or consultants, entering or undertaking work on the premises will be made aware of the Association's Health and Safety Policy and procedures.

Fire drills will take place at regular six-monthly intervals.

First Aid training and responsibilities reside with the Office Manager.

All employees and regular volunteers will be given a copy of this policy and be made aware of procedures.

**Monitoring**

This policy, together with safety procedures, will be actively monitored by Committee.

Reactive monitoring will also be undertaken following reports of any accident, incident or near miss.

**Policy Review**

This policy will be reviewed by the Committee regularly and at least every two years. The safety procedures will be reviewed on a rolling basis, so that each procedure is reviewed at least every two years.

A review will be deemed necessary following any serious Health and Safety incident, any major organisational change of the Association or the introduction of new activities or premises.

Signed.....

Date .....