



# Health & Safety at Work Policy

In accordance with the Health and Safety at Work Act 1974, The Management of Health and Safety at Work regulations 1992 and other associated legislation and regulations, the Trust's Health and Safety Policy is as follows;

## General Objective

The Trust aims always to conduct its activities in such a way as to minimise any possibility of danger to the health, safety and welfare at work of its employees and other persons using its premises.

## Policy

The Trust aims to maintain a safe and healthy working environment by;

- Conducting suitable and sufficient assessment of risks and ensuring appropriate preventative measures are effected;
- Using safe and reliable equipment and machinery and ensuring its regular maintenance;
- Ensuring safety and minimising risk to employees and other persons in the use, handling, storage and transport of articles/substances/assets of any description;
- Ensuring, by regular inspection, that working areas are maintained in a clean and safe condition and that all means of entry and exit (passageways, lifts and staircases) to such working areas are kept clear and in a safe condition and conform to appropriate regulations;
- Ensuring that procedures are in place to minimise fire and other hazards, and that employees and other persons can be evacuated from the company's premises as quickly and safely as possible should the need arise;
- Providing first aid facilities including equipment and trained first-aiders;
- Providing appropriate information, instruction, training and supervision.

## Management of the Policy

The overall responsibility for health and safety at work rests with the Chair of Trustees. However, he has delegated responsibility for ensuring implementation and management of the Policy to the Pastor in his capacity as the safety officer. Furthermore all Trustees of the Trust have a responsibility for the day to day implementation of the Policy as it affects employees as well as consultants and contractors for whom they are responsible.

## Responsibilities of employees and volunteers

The legislation charges employees with a statutory duty to take reasonable care of their own and others' health and safety whilst at work. In practical terms this means that you should;

- a) Notify your manager if you notice anything which you feel could reasonably endanger yourself or others,
- b) Be aware of all health and safety procedures, including;
  - the operation of machinery and equipment;
  - the handling, storage and transportation of articles/substances/assets;
  - the maintenance of a clean and safe working environment;
  - fire precautions and first aid arrangements;
- c) Behave in a manner which does not endanger you or others.
- d) Use all equipment provided by the Trust in accordance with your training and the instructions you receive to enable you to carry out your work safely
- e) Not intentionally interfere or recklessly interfere with anything that has been provided in the interests of health, safety or welfare.

Revd Anthony Rose  
*Chair of Trustees*

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