



## Health and Safety Policy

### **Overview**

The Health and Safety at Work Act 1974 imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so. Llais y Goedwig fully accepts its responsibilities under the Act.

The Act refers to what is reasonable in given working situations. For Llais y Goedwig this includes its office at Unit 6, Dyfi Eco Park, Machynlleth. The term staff includes both paid employees and volunteers registered with Llais y Goedwig for specific projects.

### ***Llais y Goedwig will:***

- Assess the risks in the workplace.
- Ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities.
- Ensure safe and clear access to and egress from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixture and fittings or electrical equipment, and take the necessary remedial action.
- Ensure that all equipment is suitable for its intended use and is properly maintained and used.
- Ensure that the premises comply with best practice with regards to fire safety and procedures
- Ensure that all staff are aware of the fire procedure and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedure in case of accidents.
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job descriptions.

## LLAIS Y GOEDWIG POLICY STATEMENT

- Prohibit smoking on the premises at Unit 6, Dyfi Eco Park.
- Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or users.
- Provide appropriate protective clothing [when required].

The Management considers this matter of such importance, that breach of health and safety procedures by staff will be brought to the attention of the Board of Directors.

Employees and volunteers will also be made aware of their responsibilities under the Health and Safety at Work Act.

### ***Employees and volunteers will:***

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with the employer on matters of health and safety.
- Use work equipment correctly.
- Provide guidance to users and visitors and act responsibly to ensure their health and safety.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

Signed:



Date: 11 January 2011

Roger Davies, Chair

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