

Enfield Family Contact Centre

Health and Safety Policy

Enfield Family Contact Centre is committed to ensure the health, safety and welfare of its volunteers and other persons who may be affected by our activities. We shall ensure that the requirements of the Health and Safety at Work etc Act 1974 and other relevant statutory provisions are carried out so far as reasonably practicable. In particular we will so far as reasonably practicable, provide:

- a. Premises which are well maintained in a safe condition.
 - b. Environments that are safe and without risk to health.
 - c. Equipment and room layouts that are safe and without risk to health.
 - d. Arrangements to identify and assess/minimise risk to volunteers and others who may be affected by our activities.
 - e. Sufficient information, instruction, training and supervision to ensure the health and safety of volunteers and others who may be affected by our activities.
 - f. Adequate facilities and arrangements to enable volunteers to be consulted on any matter relating to their health, safety and welfare whilst at the centre.
2. Ultimate responsibility for health and safety lies with the management committee who will ensure that adequate resources are made available to achieve the aims set out in this policy statement.
3. The successful implementation of this policy requires total commitment from all volunteers within the organisation. Each individual has a legal obligation to take reasonable care of his or her own health and safety, and the safety of other people who may be affected by his or her acts or omissions. In particular they must:
 - a. Comply with any rules or regulations in place.
 - b. Use equipment/toys in accordance with instructions.
 - c. Report any situation that they consider poses a serious and imminent danger.
 - d. Report any situation where they consider the controls in place fail to reduce risks to an acceptable level.
4. The implementation of this policy will be regularly monitored to ensure that the objectives are being achieved. The policy will also be reviewed and if necessary revised to reflect any changes in organisational or legislative requirements.

This policy will be reviewed and updated if necessary annually, as a minimum.

Policy implemented November 2004

Reviewed: January 2007, January 2008, July 2009, March 2010, July 2011, July 2012, February 2014, April 2015, May 2017, September 2018, September 2021, September 2022, September 2023, September 2024, May 2025