

CorDomus

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HEART AND HOME – SUPPORTING FAMILY SUPPORTING COMMUNITY

HEALTH AND SAFETY POLICY

STATEMENT OF SAFETY POLICY

GENERAL

The health and safety of all employees of Cordomus is not only a prime responsibility of the Trustees but also of each and every employee. This responsibility extends to the safety of others who may be affected by the acts or omissions of those undertaking works for, or, on behalf of, Cordomus.

With this in mind, it is the declared aim of Cordomus to ensure there is an internal culture that will pursue and maintain a "Best Practice" policy for health and safety. Specific health and safety risk assessment procedures will be part of the decision-making process at all levels of Cordomus. Significant findings will be documented.

To ensure continuous monitoring and improvement of health and safety, performance monitoring and targets will be included in Performance Reports.

In meeting this policy particular attention will be paid to the provision and maintenance of:-

- Plant, Equipment and Systems of Work that are Safe.
- Safe arrangements for the Use, Handling, Storage and Transport of articles and substances.
- Sufficient Information, Instruction, Training and Supervision to enable employees to identify hazards, minimise risks and to contribute positively to health and safety at work.
- Safe Places of Work with safe Access and Egress.
- A safe and healthy Working Environment.
- Suitable and sufficient Welfare facilities for all employees.
- Health and Safety Risk Assessments

Reviewed and Amended April 2014

RESOURCES

Cordomus will seek to ensure that the implementation of this Health & Safety policy is not hindered by a lack of adequate resources.

RISK ASSESSMENTS

All work places and work activities of Cordomus are to be subject to initial and periodic assessments to identify hazards, evaluate significant risks and, where appropriate, develop and introduce control measures. Competent persons will undertake these "Risk Assessments".

All levels of management are required to apply "Best Practice" principles when assessing the health and safety risks and control measures associated with the work under their control.

CONTRACTORS

It is the policy of Cordomus that, where it contracts, orders or lets work or services to a third party, the standards for Health and Safety required by this policy, including any approved supporting documents, will be the minimum required of the third party.

To ensure this occurs, all work undertaken for Cordomus by non-employees (e.g. contractors, consultants, concessionaires, volunteers, etc.) will be subject to pre selection assessments to ensure those undertaking the work are competent to manage the health and safety aspects. In addition, Divisions must have in place procedures for periodic, recorded, monitoring of all non-employee and contractors work. Post contract evaluation records will also ensure only competent contractors are used.

EMPLOYEES RESPONSIBILITIES

Cordomus, whilst recognising its own duties and responsibilities under the Health and Safety at Work etc. Act 1974, reminds all employees of their responsibilities under the same Act:-

- They must take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- They must co-operate with Cordomus to ensure that it can discharge its legal responsibilities.
- They must not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare at work.
- They must report all accidents and dangerous occurrences in accordance with Cordomus's procedures.

ACCIDENTS

When accidents have occurred their causes will be examined to identify and prioritise, as appropriate, action to prevent a recurrence.

CONSULTATION

It is Cordomus's policy that its employees will be consulted on matters affecting their health, safety and welfare at work.

In addition, Cordomus recognises Safety Representatives nominated by recognised Trade Unions in accordance with agreed procedures for the purposes of consultation and employee representation.

A copy of this statement, being Cordomus's declared policy, will be available on Cordomus's Website and posted on workplace noticeboards.