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| **Sample Health & Safety Policy** |
| **Rationale:** |
| The XYZ Group Trust, employed staff and volunteers must take all practicable steps to ensure the safety of everyone on the premises. |
| **Purpose:** |
| * To provide an maintain a safe working environment. * To ensure, so far as is reasonably practicable, any hazards are corrected, repaired, removed or made inaccessible. |
| **Procedures:** |
| * The Manager must perform monthly hazard checks in the building. * Employees, volunteers and XYZ Group Trust service users are to notify the Manager or their Direct Supervisor immediately of any hazard so that action can be taken to eliminate or reduce the hazard. * Any hazards not dealt with immediately are to be reported and discussed at the earliest monthly committee meeting and steps taken to eliminate, isolate or minimise the hazard. * Emergency evacuation plans must be clearly displayed in the XYZ Group Trust premises, and the emergency and evacuation procedures followed. |