

## **TrinityLearning Health and Safety Policy**

TrinityLearning is committed to establishing and maintaining safe working conditions for its staff.

TrinityLearning has less than five employees so is not required to produce a written policy. However, this policy also covers non-employees for example service users, volunteers, learners, job applicants and visitors.

The TrinityLearning Trustees have overall and final responsibility for health and safety.

The Education Development Officer has day-to-day responsibility for ensuring this policy is put into practice.

### **TrinityLearning Trustees will:**

- Review health and safety matters and monitor the effectiveness of this policy, amending it where trustees believe it is no longer valid.
- Provide clear instructions, information, and adequate training to ensure employees and volunteers are competent to do their work safely.
- Ensure any accidents are investigated, recorded, reported, and remedied if necessary.
- Consider accidents, incidents, sickness statistics and causes of sickness to ensure that unsafe or unhealthy conditions and practices are known and will identify opportunities for improvement.
- Rectify reported hazards immediately.
- Prevent accidents and work-related ill health by managing the health and safety risks and adopting and producing risk assessments where necessary.
- Provide and maintain equipment and machinery.

### **TrinityLearning staff and volunteers will:**

- Take care of their own and others' safety.
- Be aware that changes to their own health and mobility can impact both their own health and safety and that of others and keep TrinityLearning informed of any changes so that appropriate risk assessments can be made.
- Read this policy and understand their personal responsibilities.
- Report any health and safety concerns, accidents and injuries to TrinityLearning staff.
- Record any accidents which occur on the Trinity Church premises in the accident book in the kitchen
- Prevent accidents and cases of work-related ill-health by managing the health and safety risks in the workplace. This may include producing written risk assessments where necessary.
- Engage and consult with each other on day-to-day health and safety conditions.
- Report any health and safety issues to the TrinityLearning Trustees.
- Maintain safe and healthy working conditions, ensure equipment and machinery is maintained and ensure safe storage and use of substances.
- Implement emergency procedures including evacuation in case of fire or other significant incident.
- Ensure vehicles and drivers used to transport people to and from TrinityLearning activities are safe and legal

Health and Safety Law posters are displayed on the Conduit Centre main noticeboard and in the church. The first-aid box and accident book are located in the kitchen of the Conduit Centre.

This policy has been produced in conjunction with the Trinity Church Health and Safety Policy and should be reviewed immediately if that policy changes.

Agreed revisions made: June 2024

**Policy due for renewal: July 2026**