



## Health and Safety Policy

This policy was reviewed and agreed at the AGM on April 24<sup>th</sup> 2023.  
It will be reviewed in 2026

### Introduction

It is the policy of The Ivers Good Neighbours Scheme (IGNS) to provide and maintain a safe and healthy environment for volunteers and clients. In order to achieve this aim, IGNS undertakes to provide any such information, training and supervision as is necessary.

All volunteers, trustees and visitors are responsible for ensuring that they do not endanger the health and safety of others.

The allocation of duties for safety matters and detailed arrangements for implementation are set out below. Allocation and arrangements will be reviewed annually to ensure that they remain appropriate to the IGNS.

The IGNS undertake to co-operate fully with the Health and Safety Executive (HSE) and, if required, will provide them with facilities and information to enable them to carry out their duties.

The implementation of this policy shall be carried out in conjunction with all other IGNS operational policies.

A copy of this policy will be issued to all volunteers who must confirm, by signature, it has been received, read, understood and will be complied with. The Health & Safety Policy will be explained during the induction process.

### Responsibilities

The committee at IGNS are ultimately responsible for health and safety matters at IGNS. However, the delegated Health & Safety Officer is responsible for ensuring adherence to the day-to-day implementation of this policy.

The responsibilities of the Health & Safety Officer include:

- Accident reporting
- Providing information, advice, recommendations, and guidance on all aspects of Health & Safety in accordance with the Health and Safety at Work Act 1974 and 2015.

An annual report on Health & Safety will be presented to the Management committee.

All volunteers have a responsibility to take reasonable care of themselves and others.

### Working safely

See Lone Worker Policy.