

Policy statement

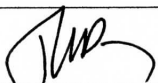
Part 1: Statement of intent

This is the health and safety policy statement of:

The Joseph Hardy Charitable Trust (Henley in Arden Heritage Centre)

Our health and safety policy is to:

Prevent accidents, near misses and work related ill health.
Manage Health and Safety risks in our workplace.
Provide clear instructions, information and training.
Consult with our volunteers on matters relating to Health and Safety.
Ensure safe handling and the use of substances
Monitor Health and Safety working conditions.
Use signage to prevent accidents.
Implement emergency procedures in the event of evacuation due to fire or other incidents.
Review and revise this policy regularly.



Signed

Jonathan Dovey

Print name

06/02/2026

Date

06/02/2027

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

The Trustees of the Charity CIO

2 Day-to-day responsibility for ensuring this policy is put into practice:

Norman Kench Trustee and Administrator

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Norman Kench & Jonathan Dovey Safety, Risk Assessment, consulting volunteer staff, Accidents, First Aid

Norman Kench Monitoring accidents, emergency procedures, fire and evacuation, maintenance of equipment, information, training and supervision

Jonathan Dovey Safeguarding

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

We will complete ~~an~~ annual review a risk assessment and take action where necessary

Training

All volunteer staff will be given induction training and instruction along with an annual refresher session.
All subcontractors are given appropriate information and guidance.

Consultation

We will consult with our volunteer staff routinely on health and safety matters.

Evacuation

Escape routes are well signed and kept clear at all times.
Evacuation plans are tested and updated if necessary.