

# Health and Safety Policy



Signed .....  ..... Name...Randall Cole...(Chairperson)...  
(on behalf of the Management Committee)

Date...10<sup>th</sup> January 2019 .....

To be reviewed January 2020

## HEALTH AND SAFETY POLICY

**Attention Deficit Disorders Uniting Parents (ADDUP)** was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users

Addup recognises and accepts its responsibilities as an employer to provide a safe and healthy work place and working environment for all its employees and volunteers under the provision of the Health and Safety at Work Act 1974 and any regulations made under the Act.

Addup will take all steps necessary insofar as is reasonably practicable to meet this responsibility, paying particular attention to the provision and maintenance of the following:

1. The maintenance of an induction programme to provide sufficient information, instruction, training and supervision, to enable all employees and volunteers to avoid hazards and to contribute positively to their own health and safety whilst employed by Addup. This includes the emergency procedures in the event of fire or accidents.
2. Provision of a safe and healthy working environment with safe access to and exit from the building and the provision of adequate welfare facilities.
3. Safe arrangements for the use, handling, storage and disposal of risk articles and cleaning material used at work.
4. Regular inspection of equipment and the work environment to identify hazards and defects. Any equipment fault or damage must immediately be reported to the Addup office. Do not attempt to repair equipment unless trained to do so.
5. Regular discussion regarding safety between employees and management to highlight and identify solutions.
6. Training for all employees and volunteers in the procedures to be taken in the event of fire is undertaken at regular intervals.
7. Full recording and reporting of accidents and dangerous incidents with the detailed investigation of any serious accidents or incidents (RIDDOR).
8. Risk assessments are carried out prior to the start of each project/activity
9. Documents and information is stored safely and securely with access only by designated staff.

No safety policy is likely to be successful unless it actively involves the whole workforce. Employees and volunteers are reminded of their own duties under section 7 of the Health and Safety at Work Act, to take care of their own safety and to co-operate with the management of Addup so as to enable Addup to carry out its own responsibilities successfully.

Remember, Health and Safety is everyone's responsibility. You are responsible for working in a safe and efficient manner as much as we are responsible for ensuring that your place of work has the highest standards of safety.

Any breach of this policy will be addressed by the Management Staff and reported to the Chair.