



HEALTH & SAFETY POLICY

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Approved By:

Board of Trustees



Health & Safety Statement

Dover Smart Project is committed to ensuring the health, safety and welfare of our service users, staff and volunteers as far as is reasonably practicable, as well as members of the general public who may be affected by our activities.

Our statement of general policy is:

- To take steps to ensure that Dover Smart Project meet their legal duty of care to others. Individuals must make every effort to support, comply with, and implement this policy
- To provide adequate control of health and safety risks arising from our activities, with the aim of preventing accidents, incidents and ill health
- To provide information and training to staff and volunteers (as required) to enable the safe performance of our activities
- To provide and maintain adequate and safe working places and equipment in conjunction with our service users, to enable the safe performance of our activities.
- To provide opportunities for service users, carers, staff and volunteers to raise issues of health and safety
- To regularly monitor and review this policy, making changes that are required, including those directly resulting from changes in legislation.

1. Individuals

All individuals, regardless of their role, accept their responsibility for health and safety, including the following duties:

- Take care of yourself
- Not putting yourself or others in danger, or taking any unnecessary risks
- Co-operate with the management of Dover Smart project
- Reporting any hazards



2. Accident/Incident Reporting

Dover Smart Project operates an accident book. All accidents/incidents however minor must be entered and full details and date of accident recorded along with any resulting remedy if applicable.

3. Manual Handling and Client Assistance

Dover Smart Project staff and volunteers are not fully trained in manual handling and manual handling and moving is not part of their role.

4. COVID19 Pandemic

The Dover Smart Project recognises that Staff, Volunteers, Clients and Gallery users must be kept safe from contracting or spreading Covid19 whilst working for the Charity, at the Gallery or carrying out any of the Charities activities.

We will make available and discuss our Risk Assessment with all Staff, Trustees, Visitors and users so that everyone is aware of their responsibilities.

Generally, any users should adhere to the current UK Government Guidelines or regulation and social distancing.

Risk Assessment will be regularly reviewed on a weekly basis or when there is a significant change to Government guidelines. Out of date risks will be removed and new risks added as the Pandemic progresses.

This document will be available to view by all staff, volunteers and service users at all times.