



H&S-001  
(2015-08)

**Helping Blind and Disabled People**

Tel 01908 231123

e-mail: [mkreader@tiscali.co.uk](mailto:mkreader@tiscali.co.uk)

Website: [www.miltonkeynesreaderservice.org.uk](http://www.miltonkeynesreaderservice.org.uk)

## **GENERAL HEALTH AND SAFETY POLICY STATEMENT**

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### **1 Introduction**

It is the policy of Milton Keynes Reader Service to provide, maintain and develop working conditions and environments which secure the health and safety of all volunteers, paid employees and any other persons who could be affected by our work, as far as is reasonably practicable.

Whilst the size of this organisation, and the nature of its work does not warrant a full time member of staff allocated to health and safety (H & S), we do have in place a framework of simple operational procedures which are designed to deliver our service to the best possible standard to our users, whilst at the same time securing the health and safety of all our staff and volunteers.

Additionally we provide basic Health and Safety information, procedures, documents and generic Risk Assessments to assist us in fulfilling our legal obligations towards volunteers and staff, whether volunteers or paid employees.

We assess all significant risks which are reasonably foreseeable within our undertaking. We also provide information, training, equipment and safe systems as needed to maintain and develop the safety knowledge and awareness of staff and volunteers.

Above all we are totally committed to the principle that Health and safety is a practical, everyday part of ALL work, which should be proportionate to the risks.

## **2 Responsibilities**

### **2.1 Overall responsibility**

The Committee holds ultimate responsibility for Health and Safety within the organisation.

### **2.2 Responsibilities of staff and volunteers**

All staff, whether Volunteers or paid employees have the same rights and obligations, under Health and Safety Law. To this end, all of us are responsible for taking reasonable care for our own safety and that of anyone else who could be affected by our actions. To do this we should:

- Follow any safety training or instructions given, and follow any safety rules.
- Avoid damaging, interfering with or losing any safety equipment.
- Tell a trustee if they believe something is dangerous.

### **2.3 Safety Management**

The Executive Committee is responsible for co-ordinating and ensuring necessary Health and Safety related activities, such as reviewing Risk Assessments, ensuring fire safety or electrical safety checks on premises are carried out where needed, and records kept of these.

## **3 Arrangements**

### **3.1 Competent Assistance in Safety.**

We do not have a full time safety adviser within our organisation. Where assistance or information is needed, which is not available internally, we seek advice from similar organizations, government websites, or use the services of competent external advisers and specialists

### **3.2 Safety Management and Systems**

We have this Health and safety Policy Statement, and a simple H & S folder, which provides information on basic legal requirements and advice on actions needed and taken to ensure

our volunteers and staff or others are kept safe and legal requirements are fulfilled. The folder also contains records of any assessments or inspections required.

The MK Reader Service endeavours to ensure:

- Any additional risk assessments needed are identified, beyond those generic one already held.
- Copies of these assessments are kept in the H & S folder in the office.
- All fire extinguishers and alarm systems are maintained and/or tested, as needed.
- Any accident or incident is recorded in the accident book.
- Walk-through Inspections of our offices/studio and copying areas are done at least once a year and reports made to the Trustees of any shortcomings or concerns.
- Advice is sought from relevant specialists, when needed, to clarify any safety related query.
- All electrical equipment is PAT tested on a bi-annual basis. Usage of all equipment is light and more frequent testing is considered unnecessary.
- Volunteers will be trained in the correct use of equipment, e.g. tape recorders, braille machine etc., to ensure they can operate them safely.

If there are any questions relating to the use of equipment, users should enquire of the Service Coordinator. Also, if any member of staff, paid or voluntary, believes there is a safety risk connected with the work, they should in the first instance address this concern to the Service Coordinator or a member of the Executive Committee:

## 4 Signature & Review

This document should be signed annually and reviewed every three years or whenever there is a new Service Coordinator.

### 4.1 Record of Signatures:

**Issue**

Signed:

Date:

.....

Chairperson

**+1  
Year**

Signed:

Date:

.....

Chairperson

**+2  
Years**

Signed:

Date:

.....

Chairperson

**+3  
Years**

Policy Review is due