

Ratified Date: April 2023

Review: 1 year from date

Compiled by: LS

Authorised by: BOL/Trustees

**Title: Health and Safety Policy**

Page 1 of 5

## **HEALTH AND SAFETY POLICY**

Ratified Date: April 2023

Review: 1 year from date

Compiled by: LS

Authorised by: BOL/Trustees

**Title: Health and Safety Policy**

Page 2 of 5

## **Contents**

1. Policy Statement
2. Policy Aim
3. Scope
4. Policy Principles
5. Policy Ratification and Review

Ratified Date: April 2023

Review: 1 year from date

Compiled by: LS

Authorised by: BOL/Trustees

**Title: Health and Safety Policy**

Page 3 of 5

<b>Version Date</b>	<b>Description of Change If Any)</b>	<b>Authorised</b>
February 2023	New policy	YES
April 2024	Reviewed by FAR by Board of Trustees	YES
May 2024	Ratified by Board of Trustees	YES
July 2024	Quality Check	YES

### **1. Policy Statement**

The Foundation of Light (FOL) maintains a safe, healthy and secure environment for all its activities and operations to ensure the wellbeing of its participants, staff, volunteers and other stakeholders.

### **2. Policy Aim**

To implement suitable arrangements for managing health and safety to enable the FOL to control and mitigate the risks of injury or ill-health arising from activities.

This policy has been prepared and published under the requirements of the 1974 Health and Safety at Work legislation and the Management of Health and Safety at Work Regulations 1999.

### **3. Scope**

The policy (and accompanying manual) applies to all employees, Board Members, partners, and volunteers of the Foundation. It also applies to contractors and visitors, not employed by the Foundation but engaged to work with or who have access to Foundation information, for example, computer maintenance contractors, Foundation partners, and consultants working on behalf of the Foundation.

### **4. Policy Principles**

The FOL's supporting written procedures which set out the FOL's objectives and arrangements for the effective planning, organisation, control, monitoring and review of health and safety, reviewed every three years, or when necessary. Procedures include fire safety, accident reporting, risk assessment, equipment maintenance, cleaning and sanitation and manual handling.

The FOL has a designated Health and Safety Lead, with responsibility for the oversight and coordination of health and safety matters within the FOL and managing the scorecard, reporting to a member of the Executive Team. The FOL can access professional advice from the Club when required. All staff are trained in health and safety annually through the Equal training system with Duty Managers trained to IOSH Managing Safely.

Our Health and Safety Advisor is qualified to NEBOSH level and our Beacon Board member is a qualified Health & Safety Practitioner. There is a reporting and escalation process on health and safety matters via the Finance, Audit and Risk Committee and the Beacon of Light Board.

The FOL conducts an annual review of its health and safety requirements and procedures, reviewing any issues arising over the previous year and identifying areas for learning and improvement.

The FOL has a health and safety action plan, managed by the Health and Safety Committee, setting out any improvements required and the specific actions that will be taken to achieve

Ratified Date: April 2023

Review: 1 year from date

Compiled by: LS

Authorised by: BOL/Trustees

**Title: Health and Safety Policy**

Page 5 of 5

them. The plan is updated following each annual review and is reviewed and approved by the Board, via the Finance, Audit and Risk Committee.

Health and safety concerns can be raised/logged through a helpdesk system for staff and the comments and complaints procedure for others.

**Equality, Diversity and Inclusion**

We will ensure that equality is embedded in all our activities, policies and decisions and will work with our partners to share good practice.

**6. Policy Ratification and Review**

This Policy was reviewed and approved by the Board of Trustees on 14 February 2023. The Policy will be reviewed every three years. (or sooner if required)