

HEALTH AND SAFETY POLICY STATEMENT

Sandringham Enterprise Centre Limited (SEC) recognises their responsibility to ensure, so far as is reasonably practicable, the health and safety of all their volunteers, employees and contractors.

Our statement of general policy:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our all volunteers, contractors and employees on matters affecting their health and safety.
- To provide and maintain safe equipment and environment.
- To ensure safe handling and use of materials.
- To provide information, instruction and ongoing guidance for all volunteers, employees and contractors to enable them to recognise and minimise hazards to themselves and other persons, and contribute positively to Health and Safety at work.
- To ensure all volunteers, employees and contractors are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To have an auditable procedure and record of Health and Safety incidents.
- To review and revise this policy as necessary at regular intervals.

The implementation of the policy is the responsibility of everyone.

The management of our setting and processes are the responsibility of the SEC board.

Only with the co-operation of everyone delivering services or working within SEC, taking care of their own safety and that of other volunteers, staff or contractors, can our Charity provide a safe and healthy working environment.

A copy of this statement is available on the SEC website and is reviewed annually.