

TOOLS FOR SELF RELIANCE

Health & Safety

Health & Safety at Work etc Act 1974
Health & Safety Policy Document: 1. Policy Statement

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees and volunteers on matters affecting their health and safety;
- To provide and maintain safe working premises and environment;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of products and substances;
- To provide information, instruction and supervision for employees and volunteers;
- To ensure all employees and volunteers are competent to do their tasks, and to give them adequate training;
- To take all reasonable steps to prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed:.....
(Jan Kidd, CEO)

Date:...Jan 2005

Review Date: January 2006

This is the Health and Safety Policy Statement of Tools for Self Reliance at Netley Marsh, Southampton.

It does not apply to TFSR volunteer groups around the UK nor to affiliated organisations such as TFSR Cymru, TFSR Milton Keynes and TFSR Northampton, which are responsible for their own activities.

Health & Safety Policy Document: 2. Responsibilities

Overall and final responsibility for health and safety is that of the **Chief Executive Officer, Jan Kidd**.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Workshop and Volunteer Manager, Jon Dunkley**.

To ensure health and safety standards are maintained/improved, the following people have responsibilities in the stated areas:

Volunteer - Brian Sharpe	Condition of abrasive wheels
Volunteer – Katarzyna Witkowska	Ensuring availability, good condition and usage of appropriate PPE in the workshops, Maintenance of LEV and heating filters, Safe storage and disposal of waste in the workshops.
Volunteer -Geoff Davies	Condition of compressor and gritblaster
Volunteer –Katharina Moser	Safe working practices in the sewing machine workshop
Volunteer – Ricardo Rodino	Safe working practices in the warehouses
Trustee - Tony Tyrrell	Safe handling and storage of substances in accordance with COSHH legislation

Other staff and/or volunteers may be given specific health & safety related tasks at various times, but responsibility rests with the above mentioned company employees.

All employees and volunteers are required to:

- Co-operate with managers, staff and other volunteers on health and safety matters;
- Not interfere with anything provided to safeguard the health and safety of themselves or others;
- Take reasonable care of the health and safety of themselves and others;
- Report any and all safety concerns to an appropriate person (as detailed in this document)