



# Health and safety policy

Updated January 2011

1. Planning Aid Wales attaches the greatest importance to health and safety matters and undertakes to provide a safe and healthy working environment, in compliance with the Health and Safety at Work Act 1974 and all other relevant regulations. To meet its responsibilities, attention will be paid to the provision and maintenance of:

- a) safe premises and systems of work and a healthy working environment.
- b) information, instruction and training in safety matters.
- c) safe access to and egress from a place of work and procedures to follow in an emergency.

2. This policy will be kept up-to-date as legislation changes and as the organisation grows, and will be reviewed annually.

## ***Consultation***

3. It is Planning Aid Wales's policy to consult employees and volunteers on health and safety matters. This will take the form of regular input by staff at monthly meetings. In the case of an employee working from home, an agreed home working safety assessment will be formulated and regular assessments will take place.

## ***Training***

4. Planning Aid Wales will provide training and information in the areas of health, safety and fire prevention. The main aim is to help all employees and volunteers to recognise potentially dangerous circumstances, to be able to avoid such circumstances and to take action to reduce and / or remove the potential for harm whenever possible.

## ***Discipline***

5. Any member of staff disregarding the health and safety policy, procedures or requirements, or found to be encouraging others to do so, will be dealt with under disciplinary procedures.