

# **Cianna's Smile**

## **Health & Safety Policy**

This is the Health and Safety Policy Statement of Cianna's Smile.

Our statement of general policy is:

1. to provide adequate control of the health and safety risks arising from our charitable activities
2. to consult with our volunteers and employees on matters affecting their health and safety
3. to provide and maintain safe plant and equipment
4. to ensure safe handling and use of substances
5. to provide information, instruction and supervision for volunteers and employees;
6. to ensure all volunteers and employees are competent to do their tasks, and to give them adequate training;
7. to prevent accidents and cases of activity-related ill health;
8. to maintain safe and healthy working conditions; and
9. to review and revise this policy as necessary at regular intervals.

## **Responsibilities**

Overall and final responsibility for health and safety is that of the Trustees of Cianna's Smile

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chairperson.

However all volunteers and employees have to:

1. co-operate with other volunteers and employees on health and safety matters;
2. not interfere with anything provided to safeguard their health and safety;
3. take reasonable care of their own health and safety; and
4. report all health and safety concerns to the Chairperson.

## **Health and safety risks arising from our work activities**

Risk assessments will be undertaken by the Chairperson. The findings of the risk assessments will be reported to the Trustees. Action required to remove/control risks will be approved by Chairperson.

The Chairperson will be responsible for ensuring the action required is implemented. The Trustees will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

## **Consultation with employees**

Cianna's Smile will consult with volunteers and employees on the following:

1. any new measure which may substantially affect their health and safety, for example new equipment, new ways of working and new procedures
2. arrangements for getting competent people to help satisfy health and safety laws
3. the information we give to volunteers and employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
4. planning and organising health and safety training and
5. the health and safety consequences for them of any new technology we plan to introduce.

The information provided to volunteers and employees will be in a form that can be easily understood.

Cianna's Smile will consult directly with volunteers and employees through team meetings and face-to-face discussions.

Cianna's Smile will allow enough time for volunteers and employees to consider the issues and give informed responses. Volunteers and employees are encouraged to ask questions, raise concerns and make recommendations.

Cianna's Smile will take volunteers' and employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

### **Safe equipment**

The Chairperson will be responsible for identifying all equipment needing maintenance.

The Chairperson will be responsible for ensuring effective maintenance procedures are drawn up.

The Trustees will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Chairperson immediately.

The Chairperson will check that new equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

The Chairperson will check that new substances can be used safely before they are purchased. Cianna's Smile does not currently use or store any substances which need a COSHH assessment.

### **Information, instruction and supervision**

Leaflets are issued by the Chairperson.

Health and safety advice is available from the Chairperson.