

## **Converge HEALTH AND SAFETY POLICY**

**1. Converge recognises and accepts their responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use Converge's office and those employees and volunteers engaged on Converge activities at other locations. Converge's office is one room hired from The Base in Dartford and compliance with The Base's Health and Safety Policy and Procedures is to be followed.**

**2. Converge will, therefore, take all necessary steps within its power to meet its responsibilities so far as is reasonably practicable by, among other arrangements:**

**2.1 maintaining the office in a condition that is safe and without risk to health and providing and maintaining means of access to and egress from it that are safe and without such risks;**

**2.2 providing and maintaining furnishings and equipment which are safe and without risks to health;**

**2.3 assessing the risk to the health and safety of those who use the office;**

**2.4 ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances;**

**2.5 the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the office or who are engaged on Converge activities;**

**2.6 the provision and maintenance of a proper environment for the employees and volunteers that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;**

**2.7 arranging for suitable induction programmes and training; consulting, where necessary, with all employees, and volunteers on the effectiveness and implementation of this policy; and any necessary changes;**

**2.8 ensuring that adequate funds and resources are made available for carrying out this policy.**

**3. Converge's Trustees have overall responsibility for health and safety. They have given responsibility for the fulfilment of this policy to Dr. Zaza Elshiekh as Converge's Health and Safety Officer but subject hereto the Trustees will be responsible for carrying out the implementation of this policy and for the issue of supplementary policy statements where this may be necessary.**

**4. The Health and Safety Officer will:**

**4.1 carry out appropriate risk assessments (these to be reviewed annually) of the office and activities and report to the trustees as necessary;**

**4.2 co-ordinate the implementation of this Health and Safety Policy (including Fire Safety);**

**4.3 carry out investigations of any accidents and recommend measures for preventing their recurrence;**

**4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;**

**4.5 ensure that all appropriate arrangements are made to provide for first aid;**

**4.6 ensure that all food safety legislation is complied with;**

**4.7 arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees and volunteers as necessary;**

**4.8 ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;**

**4.9 ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.**

**5. All employees and volunteers will:**

**5.1 take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping. 5.2 as regards any duty or requirement imposed on Converge or any person by or under any of the relevant statutory provisions, co-operate with the Converge's Trustees so far as is necessary to enable that duty or requirement to be performed or complied with;**

**5.3 ensure that they shall not intentionally or recklessly either interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;**

**5.4 make themselves familiar with and conform to the Converge's Health and Safety Policy at all times;**

**5.5 observe all safety rules, procedures, and codes of practice at all times, and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency;**

**5.6 conform to all the food safety regulations that are applicable to themselves;**

**5.7 co-operate with Converge's Trustees to enable them to carry out their duties and requirements under the provisions of all health and safety legislation, including participating in any initial or other training if called upon to do so;**

**5.8 report to the Converge's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;**

**5.9 ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;**

**5.10 have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use Converge's.**

**This policy is fully endorsed and supported by Converge's Trustee Board.**