

**The Charity of the Order of The Regular Canonesses  
of the Holy Sepulchre of our Lord  
Registered Charity Number 1167869  
A Charitable Incorporated Organisation (CIO)**

**Health and Safety Policy**

1. The Charity recognises their responsibility under the Health & Safety at Work Act 1974 and the 1999 Act as well as other relevant regulations.
2. The Charity are concerned about and committed to the health, safety and welfare of staff who work for us and volunteers who support us, and the clients we engage with and, as far as is reasonably practicable, aim to comply with Health & Safety regulations.
3. The Charity will at no time knowingly be in breach of legislation that will render them liable to prosecution.
4. The overall responsibility for all health, safety and welfare matters is held by the Compliance Coordinator employed by the Canonesses.
5. The Charity regards the requirements of Government legislation in respect of health and safety as the minimum standard acceptable and to provide health and safety facilities which exceed this standard wherever possible.
6. The Charity aims to provide safe working conditions by means of regular inspections in order to verify that safety standards are being maintained.
7. New members of staff, volunteers and service users will be instructed at their induction on the general safety procedures and practices of the work site or location.
8. The Charity will ensure that the highest standards of fire prevention are maintained.
9. An effective evacuation procedure for all sites will be known to all and practised at regular intervals.
10. All staff, members of the community volunteers, service users and trainees will be informed of their individual Health & Safety rights, responsibilities, needs and requirements offered under present/future HM Government rules and regulations.
11. To ensure that all equipment provided by the Trust for any individual's Health & Safety must be worn/used at all times if so directed by a responsible person.

**Responsibilities**

1. Overall and final responsibility for Health & Safety in the Trust is that of the Prioress. Responsibility for Health & Safety implementation is delegated to the Compliance Coordinator.
2. All staff, volunteers, members of the community and clients have the responsibility to cooperate with each other to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
3. Whenever anyone notices a Health & Safety problem, which they are not able to immediately put right, they must ensure this is passed on as quickly as possible to the Compliance Coordinator.

**Date of last Review:** March 2019  
**Date of next Review:** March 2021  
**Version:** 2