



## Health and Safety Policy

<b>This is the statement of general policy and arrangements for:</b>	<b>Level Up Gosport</b>
<b>Project Manager</b>	<b>Has overall and final responsibility for health and safety.</b>
<b>Trustee Board</b>	<b>Has day-to-day responsibility for ensuring this policy is put into to practise.</b>

Statement of general Policy	Responsibility of: Title	Action/Arrangement (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Project Manager	Ensure Risk Assessments are carried out in all working areas of LUPG; highlight and H&S risks to all staff and visitors
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Project Manager	H&S to form part of the LUPG Induction Process. Additional H&S training to all LUPG Staff on a regular basis.
Engage and consult with employees on day-to-day health and safety conditions	Project Manager	Safety Checklist to be completed by all staff highlighting any concerns. Regular visits to all working areas to check working conditions and ensure staff are aware they can report concerns at any time to their Line Manager or any staff named on this Policy.
Implement emergency procedures – evacuation in case of fire or another significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Project Manager	Emergency Procedures are to form part of the LUPG Induction Process. Regular evacuation drills are to be carried out to ensure staff awareness and compliance.



<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substance</p>	<p>Project Manager</p>	<p>Ensure regular PAT Testing of electrical equipment used within LUPG. Ensure COSHH requirements are adhered to by all staff handling leaning materials and other hazardous substances. Ensure that the correct Personal Protective Equipment (PPE) is available for staff as necessary, and they have the relevant training for such tasks.</p>
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<p>Signed: <i>Nicola Ure</i></p>	<p>Project Manager:</p>	<p>Date: 09/09/2024</p>
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You should review your policy if you think it might no longer be valid, e.g., if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

<p>Health and safety law poster is displayed at (location):</p>	<p>LUPG Office</p>
<p>First-aid box is located:</p>	<p>LUPG Office</p>
<p>Accident book is located:</p>	<p>LUPG Office</p>