

Directors are responsible for ensuring that the safety requirements are met for the organisation and overseeing and developing measures to ensure the health and safety at work of all employees as required under the management of Health and Safety at Work Regulations 1992.

To ensure that the best possible advice is available to employees at all levels and to observe and monitor particular Health and Safety activities, the directors have a responsibility to:

- A. Ensure that the organisation meets its statutory obligations in relation to health and safety including:
  - Risks assessments (including risk assessments for pregnant workers)
  - Safe setting up and use of Display Screen Equipment
  - Control of Substances Hazardous to Health (COSHH)
- B. To actively promote an improvement in the health and safety of the environment.
- C. Consider accidents, sickness, incidents and reportable disease statistics and trends, to ensure that unsafe or unhealthy conditions and practices are known and identify opportunities for improvement.
- D. To be the focal point of efforts to prevent accidents and overcome hazards.
- E. Ensure that appropriate training and education is in place in relation to health and safety including induction, fire safety, lifting and handling, sharps injuries, etc., and to continually review the attendance levels and effectiveness of such training.
- F. Regularly review and monitor the effectiveness of the organisation's Health and Safety Policy. This can be through commissioned audits and review of incidents.
- G. Consult professional experts where appropriate.
- H. Be a link with any appropriate inspectors appointed by the Enforcement Authorities and to receive and consider the implications of reports from them.

## **SAFETY TRAINING**

The organisation recognises that instruction and training is crucial to promoting a healthy and safe environment for both staff and visitors. In order that staff can perform their task safely, all staff will be provided with appropriate health and safety training.

The organisation recognises the importance of health and safety training and firmly believes that to ensure its health and safety training is effective it must be based on need. Three main criteria have been identified:

- Legal requirements
- Requirements identified following risk assessments
- General health and safety information