



**RSPCA Westmorland Branch**

Registered Charity No. 232236

## **Health & Safety Policy Statement**

- 1.0 The branch will ensure, so far as it is reasonably practicable, the health and safety of all members of staff and also exercise its duty of care in respect of the health and safety of all persons visiting the branch's working premises (e.g. volunteers, contractors, members of the public). The branch requires the full co-operation of members of staff and others in meeting these objectives. All staff should strive to promote the highest standards of health and safety as a fundamental goal.
- 2.0 The branch will comply with all relevant health and safety legislation as a minimum standard.
- 3.0 The branch will conduct risk assessments of all activities and establish controls and procedures to ensure that such activities are carried out in a planned manner. The branch will monitor, measure, inspect, audit and review activities in order to ensure that they are carried out in line with its policy.
- 4.0 The branch will provide, so far as is reasonably practicable, safe and healthy working conditions, safe plant and equipment and safe systems of work.
- 5.0 The branch will ensure staff are competent, adequately resourced and understand the need for individual responsibility.
- 6.0 The branch will consult managers and staff about health and safety issues and will strive to achieve effective communications at all levels.
- 7.0 The branch is committed to a continuous reduction in the number of accidents and near misses, with the aim of delivering sustained improvement of systems.
- 8.0 Management responsibility for health and safety within the branch and its workplaces lies ultimately with the branch trustees. The trustees will appoint a 'competent person' who will be responsible for advising on health and safety matters within the branch. Day-to-day management of health and safety in the workplace lies with the managers and staff themselves (see Appendix 1).

# Health & Safety Organisation Chart

Branch Trustees



Branch Manager



Shop Manager



Members of staff



Volunteers