

HEALTH AND SAFETY AT WORK POLICY

Ownership. This Policy is owned by the Board of RMA-TRMC.

THE LAW

1. **Health and Safety at Work etc Act 1974.** The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the general duties which:

- a. employers have towards employees and members of the public
- b. employees have to themselves and to each other
- c. certain self-employed have towards themselves and others.

PRINCIPLES

2. In providing this environment, the Charity must conform to legal requirements and regulations. Equally, trustees, staff and volunteers are bound by law to abide by Charity's policy on health and safety. To ignore them may lead not only to disciplinary action but also legal prosecution.

POLICY STATEMENT

3. Royal Marines Association- The Royal Marines Charity ('The Charity') recognises its responsibilities for the health and safety of its employees, contractors and visitors and the general public and will ensure that adequate facilities are provided to carry out the policy and monitor its implementation.

4. The Charity will do everything reasonably practicable to provide and maintain a safe and healthy working environment for its employees, contractors and visitors and to safeguard the general public.

5. The Charity has the following Health and Safety Policy objectives:

- a. To provide safe and healthy working conditions and to set high standards for health and safety of employees and non-employees.
- b. To maintain these standards by adhering to statutory requirements and by continually reviewing existing practices to ensure a healthy and safe working environment.
- c. To ensure the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all our employees.
- d. To ensure that managers, supervisors and employees understand their responsibilities to ensure maximum health and safety in all activities for which they are responsible or in which they take part.
- e. To obtain the co-operation of all employees in the observance of this policy in order to provide healthy and safe working conditions and freedom from accidents for all.

- f. To maintain an up-to-date knowledge of the potential hazards of all equipment and materials used within the Company.
- g. To assess the potential risk of materials before they are introduced to the Charity and to re-assess any risks of equipment and materials at regular intervals.

LEAD STAFF MEMBERS

- 6. DCE & COO

TRAINING

- 7. All staff will receive induction training to include H&SAW. In addition. Annual update training will be provided.

RECORD KEEPING

- 8. Induction training will be recorded on a staff member's Personal Record.
- 9. A Charity Accident Book will be kept electronically.

REVIEW

- 10. This Policy is to be reviewed biennially or soon should the law, or Charity Commission/ Companies House/Fundraising Regulator/Information Commissioner guidance change.

Signed

Dated

10 February 2022