



## The Parents' Forum for Bradford and Airedale

### Health & Safety Policy

11<sup>th</sup> June 2012

This policy statement is made on behalf of The Parents' Forum for Bradford and Airedale and is displayed in the office.

Health & Safety is a line management responsibility and The Parents' Forum for Bradford and Airedale requires its management/trustees to give proper consideration to Health & Safety by undertaking General Risk Assessments for all activities for which they are responsible as required under the Management of Health & Safety at Work Regulations 1992. At the same time, members of staff/trustees have a legal duty to ensure, so far as is reasonably practicable, that they protect their own Health & Safety, and that any act or omission on the member of staff's/trustees part does not put any other person at risk. Members of staff/trustees are also required to cooperate with the management committee, follow verbal or written instructions and to work in accordance with all relevant training. This requirement is to ensure that The Parents' Forum for Bradford and Airedale meets its responsibilities under the Health & Safety at Work Act 1974 and that people who may be affected by any activity held by The Parents' Forum for Bradford and Airedale (for example, service users and visitors) are protected from risk to their Health & Safety.

Members of staff/trustees should make themselves familiar with the emergency procedures and local safety rules which apply at their place of work or to any activity in which they are engaged. Members of staff/trustees should also report all accidents and dangerous occurrences to the management. Any defect in the premises, equipment or working practices should be reported to the management.

#### **Fire Precautions**

Members of staff/trustees are required to make themselves aware of the fire precautions, and also to make themselves available for fire drills or fire lectures which may be arranged in the interests not only of themselves but also of other organizations based in the building.