

## **STC Careers Health and Safety Policy**

**Statement of Intent:** At STC Careers CIC we are committed to providing a safe and healthy environment for all individuals involved in our community interest company (CIC), including volunteers, staff, and visitors. Our goal is to prevent accidents, injuries, and illnesses by implementing effective health and safety measures and promoting a culture of safety awareness and responsibility.

### **Responsibilities:**

- 1. Management:** The management team is responsible for ensuring that health and safety policies and procedures are implemented effectively throughout the organisation.
- 2. Employees and Volunteers:** All employees and volunteers are responsible for following health and safety guidelines, reporting hazards or concerns, and participating in health and safety training as required.
- 3. Health and Safety Officer:** A designated health and safety officer will be appointed to oversee the implementation of health and safety policies, conduct risk assessments, and provide guidance on health and safety matters.

### **Fire and Safety**

- 1.** Fire evacuation procedures will be clearly communicated to all individuals on-site, including staff, volunteers, and visitors.
- 2.** We will seek assurance from the building managers that fire extinguishers are available.
- 3.** Fire extinguishers, smoke detectors, and emergency exits will be regularly inspected and maintained to ensure their effectiveness and in good working order.
- 4.** Fire drills will be conducted periodically by the building managers to ensure their effectiveness and to test the efficiency of evacuation procedures and ensure everyone is familiar with emergency protocols.
- 5.** STC Careers have a mental health first aider and there are trained people on-site.

### **Equipment:**

- 1.** All equipment used by volunteers and staff will be regularly inspected, maintained, and serviced to ensure it is safe for use.
- 2.** Personal protective equipment (PPE) will be provided where necessary, and individuals will be trained in its correct use and maintenance.

**Dangerous Substances:** If any dangerous substances are used or present on-site, they will be stored, handled, and disposed of in accordance with relevant regulations and guidelines. Safety data sheets will be available for reference, and appropriate measures will be taken to minimise exposure and risks.

### **General Arrangements:**

- 1.** Regular risk assessments will be conducted to identify and mitigate potential hazards in the workplace.

2. STC Careers have a mental health First aider and there are trained first aiders on-site and will be available to provide immediate assistance in case of injuries or medical emergencies.
3. Health and safety policies and procedures will be reviewed and updated regularly to ensure their effectiveness and compliance with current regulations.

### **Review**

This Health and Safety Policy was developed in accordance with the relevant health and safety legislation and best practices. It will be reviewed annually, or more frequently, if necessary, to ensure that it remains relevant and effective. Feedback from staff and volunteers, and stakeholders will be taken into consideration during the review process, and any necessary revisions will be made promptly.