



Adi's Legacy CiC
Registered Company number 14334853
Health and Safety Policy

This policy applies to all volunteers, directors, trustees, employees and any individual or organisation working on behalf of ADI'S LEGACY CiC

Definitions

- **"Adi's Legacy"** means Adi's Legacy CiC Registered Company number 14334853
- **"Clients"** means recipients of services and goods provided by Adi's Legacy
- **"Staff"** means all volunteers, directors, trustees, employees and any individual working or carrying out activities on behalf of Adi's Legacy
- **"Workplace"** means any premises or location (including the Adi's Legacy shop premises) where Adi's Legacy activities are carried out by the staff

The purpose of this policy:

- To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace

Adi's Legacy will seek to keep the organisation, staff, and recipients safe by

- Appointing a director with specific responsibility for Health & Safety
- Conduct and act upon Risk Assessments on general activities regularly and on specific projects prior to commencing the project
- Report on health and safety issues through the risk assessment process to the board of directors
- To engage and consult with staff on day-to-day health and safety conditions during projects
- Implement emergency procedures – evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Comply with COSHH regulations as required
- Ensure the workplace is a safe environment for staff and clients
- Ensure the shop premises workplace complies with fire safety regulations
- Providing effective management for staff through supervision, support, training and quality assurance measures
- Providing clear instructions and information, and adequate training, to ensure staff are competent to do their work
- Ensuring there are effective complaints and whistleblowing measures in place
- Adi's Legacy may use Social Media Platforms eg Facebook to facilitate clients communicating with each other for the purposes of offering and requesting free goods and services. These transactions take place solely between the respective



clients and Adi's Legacy is not responsible for the quality or safety of the goods and services provided. Adi's legacy is only responsible for the provision of the social media platform.

Exceptions & Exemptions

- Adi's Legacy does not carry out any activities outside the UK
- At this time Adi's Legacy does not employ any staff

Legal Framework

The policy has been drawn up on the basis of law and guidance, applicable within the UK, namely:

- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health 2002 (COSHH)
- Regulatory Reform (Fire Safety) Order 2005
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

This policy should be read alongside all other policies of the Adi's Legacy
This Policy when approved will be published on the Adi's Legacy website
(www.adislegacy.com)

Contact Details

Health & Safety Lead

Name

Email

Adi's Legacy is committed to reviewing policies and good practice annually.

This policy was last reviewed on 25 March 2023

Signed : Paula Green
(Director)