

The Reef

Health and Safety Policy – Adopted 9th December 2025

1. Our Legal Obligations

- 1.1 We fully accept the obligations placed upon us by the various Acts of Parliament covering health, safety including The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998).
- 1.2 We accept our duty to provide and maintain safe and healthy working conditions for our employees. We also accept our duty of care to other persons such as volunteers and contractors who work for us.
- 1.3 We will take all reasonable steps to ensure that we comply with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. We will provide the resources to ensure the safety of our employees and others affected by our work.

2. We will take all reasonable steps to ensure:-

- 2.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- 2.2 That our work, in all its forms, is done in ways so that members of the public are not put at risk.
- 2.3 Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- 2.4 That all employees and contractors adhere to the provisions of the Working Time Regulations (1998), including limiting working time to no more than an average of 48 hours per week.
- 2.5 That all computer use adheres to the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).
- 2.6 That, when necessary, there is consultation and negotiation with employees/contractors on health, safety and welfare at work to ensure continuing improvement.

3. Responsibilities

- 3.1 The Trustees have overall responsibility for the implementation of the Health and Safety Policy. In particular they are responsible for ensuring that the policy is fully communicated and followed.

- 3.2 The Building Manager keeps copies of all risk assessments and relevant health and safety documents.
- 3.3 All Trustees, employees and volunteers have a duty to work safely and NOT put others at risk.
- 3.4 Day to day matters of Health and Safety are dealt with by the Building Manager or Chair of Trustees acting on behalf of the Board of Trustees.

4. Accident Reporting

- 4.1 All accidents, no matter how small, must be reported in the first instance to the Building Manager and details entered in the Accident Book which is kept in the Manager's office.
- 4.2 All accidents will be brought to the attention of the Board of Trustees. In the event of a serious injury or dangerous occurrence Board of Trustees should be informed immediately.
- 4.3 Where appropriate the Chair of Trustees will report the accident to the Health and Safety Executive (HSE).

5. Risk assessments of activities

- 5.1 We will carry out risk assessment of our activities and review these at least annually, ensuring appropriate controls and actions are established to effectively manage the risks identified.

Version History

Date	Summary of Changes
9/12/25	New policy

This Policy will be reviewed annually.