







# Health and Safety Policy

## Revision History

Version	Date	Editor	Summary of change
1	04 Feb 2025	SBM	

## Approval

Name	Position	Signature	Date
S Mavroleon	Designated Safeguarding Trustee		04 Feb 2025
R Perkins	Chair of Trustees / Whistleblowing Officer		04 Feb 2025
J Bush	Trustee		10 April 2025
A Bush	Trustee		10 April 2025

## Table of Contents

<b>1. Statement of Intent.....</b>	<b>3</b>
• Commitment to Health and Safety .....	<b>3</b>
<b>2. Responsibilities for Health and Safety .....</b>	<b>3</b>
<b>3. Arrangements for Health and Safety .....</b>	<b>3</b>
<b>4. Recording and Reporting .....</b>	<b>4</b>
<b>5. Review and Communication .....</b>	<b>4</b>

# 1. Statement of Intent

This is the Health and Safety policy statement of Veterans Coastal Retreats (VCR).

Veterans Coastal Retreats is committed to ensuring the health, safety, and welfare of all its personnel, volunteers, visitors and beneficiaries. We recognise our duty to provide a safe and healthy environment and to comply with all relevant health and safety legislation.

## Commitment to Health and Safety

- **Leadership and Responsibility:** Our management team is dedicated to leading by example and ensuring that health and safety considerations are integrated into all aspects of our operations.
- **Employee Involvement:** We encourage active participation from all employees and volunteers in health and safety matters, fostering a culture of shared responsibility.
- **Continuous Improvement:** We are committed to continuously improving our health and safety performance through regular review and updates of our policies and procedures.

# 2. Responsibilities for Health and Safety

- **Management (Including Trustees and appointed managers):** Ensure compliance with health and safety legislation, provide necessary resources, and promote a positive health and safety culture.
- **Employees and Volunteers:** Follow health and safety procedures, report hazards and incidents, and participate in training and safety initiatives.
- **Trustees / appointed Health and Safety Officer:** Oversee the implementation of health and safety policies, conduct risk assessments, and provide guidance and support.
- **Everyone** who works with us should:
  - co-operate with trustees and managers on health and safety matters;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed above).

# 3. Arrangements for Health and Safety

**Risk assessment and review** – ensuring that [risks are assessed](#), updated regularly and any action to mitigate/avoid risks is carried out. A master risk register, which will be reviewed by trustees will be the primary record of risk assessment.

**Training** – Suitable general and role-specific training will be identified and completed. Trustees will retain a record of training requirements and training conducted.

**Equipment** – Equipment required to abide by regulations and health and safety risk assessments will be made available as appropriate. Managers will maintain oversight on the currency and appropriateness of health and safety equipment.

**Consultation** – VCR has an [obligation to consult employees](#), and a method for providing health and safety feedback will be established. As the charity grows it may become reasonable to appoint a Health and Safety representative. Consultation would need to occur in the following circumstances:

- The introduction of any measure which may substantially affect their health and safety at work, eg the introduction of new equipment or new systems of work
- To provide information to personnel on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk;
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

**Evacuation** – Plans for evacuation from any VCR premises will need to be communicated to workers and beneficiaries. These must take into account physical disabilities of any person on the premises. Health and safety equipment to assist with evacuation, such as alarms, lifts etc, should be tested to be operable, and checked at appropriate intervals.

## 4. Recording and Reporting

Accident report forms will be made available alongside Health and Safety equipment and shall be completed and returned to trustees or the appropriate manager. VCR will abide by the reporting obligations to other authorities, such as to the HSE under [RIDDOR \(see list of reportable incidents here\)](#) and the Charity Commission [Serious Incident Reporting](#).

### Useful Links:

[RIDDOR reporting here](#)

[HSE: Charities](#)

## 5. Review and Communication

This policy will be reviewed annually or when significant changes occur in our operations. It will be communicated to all employees, volunteers, and relevant stakeholders to ensure awareness and understanding.

By adhering to this policy, Veterans Coastal Retreats aims to create a safe and healthy environment for everyone involved in our mission to support veterans.