



# Wycliffe Associates (UK)

Registered Charity No: 1007772

## Health & Safety Policy

**Policy Owner:** Operations Director

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**Last Reviewed:** 30 Aug 2010

### **Objective**

This policy is designed to provide adequate and consistent safeguards for the health and safety of all members of Wycliffe Associates (UK) Trust (WA).

### **Introduction**

WA does not employ any paid staff and is, therefore, exempt from general legislation relating to Health & Safety at Work. However, for the sake of clarity, this document gives guidance for members in regard to the responsibilities of good practice. When members are physically located in the premises of others, the Health and Safety Policy for those premises will apply and take precedence.

### **Identified Risks**

WA maintains a risk register of identified hazards that might affect any of its various activities and services. This is reviewed annually.

To address the risks inherent in our services for airport transportation and the provision of practical skills, the coordinators who manage these areas must follow recorded procedures that ensure that the members in their teams are experienced and, where relevant, appropriately qualified for the tasks that they carry out.

WA makes extensive use of information technology in its services but all members use their own equipment. Occasionally, WA will provide financial assistance (against receipt) for members to purchase specialist equipment that is necessary for their work, but this equipment will be regarded as belonging to the member who remains solely responsible for its maintenance and proper use.

All WA members are asked to ensure that:

- any equipment they use for WA purposes is safe and suitable for those purposes;
- they have had appropriate training for the equipment they use;
- they have assessed any potential hazards to health and safety in the activities they undertake on behalf of WA and taken reasonable steps to mitigate those risks;
- they take regular breaks when using computer equipment.



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### ***Insurance***

WA has limited insurance cover for members who assist with its operations at public events such as conferences or displays. This also covers members of the public who may attend any such events. However, where members use their own vehicles or other equipment, or travel as part of their work for the charity, they need to ensure that they have adequate insurance of their own to cover these risks.

### ***Training***

WA has developed dedicated software programs and other procedures to assist in many of its services. All members will be advised that appropriate training is available for the use of any of these facilities. WA will reimburse members for any training they undertake. Members should consult their coordinators about claiming their costs for such expenses.