



Health and Safety Policy

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Introduction

It is our intention to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

Slough SEND PCF will ensure the health and safety of all staff and volunteers whilst representing the Slough SEND PCF and any other person who may be affected by our activities. This includes staff, agency staff, volunteers and steering group members. Slough SEND PCF will comply with the requirements of health and safety legislation.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the charity and that effective health and safety actively contributes to our success.

Health and safety policy arrangements

Slough SEND PCF current general statement of health and safety policy can be found in part 1. This sets out our commitment to provide and maintain safe working conditions for our staff, agency workers, volunteers, supporters, steering group members and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our staff, agency staff, volunteers, steering group members and supporters initially through our induction training and our relevant policies. We will also monitor progress towards these objectives at a steering group level and we will review them annually in consultation with our staff and other interested parties.



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We are aware that individuals within the Slough SEND PCF are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the directors (see Part 2). The steering group members are the persons with overall responsibility for health and safety.

The steering group will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored, and reviewed. We recognise that we can only meet our objectives through the efforts of our staff, agency workers, volunteers, steering group members and supporters, and others affected by our activities; therefore, we have established clear lines of communication with staff, agency workers, volunteers, steering group members and supporters so that each individual is clear how their activities help the Slough SEND PCF in achieving its objectives.

Part 1 – General statement of health and safety policy

It is our policy to ensure, so far as is reasonably practicable, the safety of all staff, agency staff, volunteers, supporters, steering group members and any other persons who may be directly affected by the activities of the Slough SEND PCF.

Slough SEND PCF will, so far as is reasonably practicable:

- aim to achieve compliance with legal requirements through good occupational health and safety performance.
- provide adequate resources to implement this policy.
- establish and maintain a safe and healthy working and volunteering environment.
- ensure that significant risks arising from work/volunteering activities under our control are eliminated or adequately controlled.
- develop and implement appropriate occupational health and safety procedures, and safe working/volunteering practices.
- ensure this policy is understood and implemented throughout the organisation.
- involve staff, volunteers, steering group members and supporters in health and safety decisions through consultation and co-operation.
- maintain workplaces under our control in a condition that is safe and without risk to health.
- regularly review compliance with the policy and the management system that support it.
- provide sufficient information, instruction, and supervision to enable all staff, volunteers, steering group members and supporters, to avoid hazards and



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contribute to their own health and safety at work/volunteering or when they are accessing the Slough PCF activities.

- ensure that everyone who needs too, receives appropriate training and is competent to carry out their designated responsibilities

Part 2 – Organisation and Responsibilities

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Steering group

The steering group have overall responsibility for the formulation and implementation of the Slough SEND PCF health and safety policy, and for:

1. ensuring that the necessary arrangements are in place for managing health and safety effectively, and that there are clear lines of accountability for health and safety.
2. considering health and safety during the planning and implementation of business strategy.
3. ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. ensuring arrangements are in place for consultation with staff, steering group members, volunteers, and supporters that they are involved as is appropriate in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. including health and safety on the agenda of steering group meetings.
6. ensuring arrangements are in place to monitor and review health and safety performance across the charity, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures, and processes.
7. ensuring that responsibilities for health and safety are clearly allocated, and that staff, volunteers and supporters comply with relevant legislation and follow approved procedures and systems of work.
8. ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
9. ensuring that risk assessments are provided for all significant work/volunteering activities and the results of these assessments are implemented and communicated to staff, volunteers and supporters.



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3. Staff, agency workers, steering group members, volunteers, supporters, and others involved in Slough PCF health and safety activities.

It is the duty of all staff to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with the steering group and other staff in fulfilling our objectives and statutory duties. They must:

1. Comply with the training, information, and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work/volunteering safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse, or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to the chair and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto premises without first obtaining permission from the chair.
7. Conduct themselves in a responsible manner while on the Slough PCF business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to the chair.

4. Monitoring and review

Policy for review annually or earlier in the event of an incident.

Approved 13/05/2026

Responsibility of: Steering Group

Next review date 01/05/2027