

# LEEDS PARENT CARER FORUM

## HEALTH AND SAFETY POLICY

### INTRODUCTION

The aim of this policy is to ensure a healthy and safe workplace for all Leeds Parent Carer Forum (LPCF) members, volunteers, employees, families and visitors. This document is provided to all members, volunteers and employees on induction and is made available via our website for all families.

### POLICY STATEMENT

LPCF is an organisation managed by a Steering Group, all of whom are volunteers, and run for children who have a range of special needs, and their parents/carers and families.

LPCF meets regularly (see our website for details) at Leeds Mencap, The Vinery Centre, 20 Vinery Terrace, Leeds LS9 9LU, and at other venues as required.

We regard the promotion of Health and Safety as being of the highest priority in order to meet our responsibilities under the Health and Safety at work Act and other relevant legislation, and also to ensure that members, volunteers, employees, families and visitors fully understand and accept the duties and responsibilities required of them.

In order to meet our obligations we will pay particular attention to the provision and maintenance of: -

- A safe work place, working environment, and means of entering and leaving.
- Safe equipment, materials and systems of work.
- Information, instruction, training and supervision to enable members, volunteers, employees, families and visitors to access the provision safely.
- Adequate welfare facilities.

In order to implement this statement the full commitment of everyone concerned is necessary and it is a condition of members and others that they will comply with this statement by: -

- Obeying the safety rules posted in LPCF undertakings.
- Complying with such codes of practice as may apply to any setting.
- Taking reasonable care of themselves and other persons who may be affected by their acts and omissions at work.
- Seeking expert advice from those with Health and Safety expertise.
- Attending training sessions as directed or recommended by those with Health and Safety expertise.
- Co-operating with the implementation of the policy.

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- Notify Yvonne Winteler ([yvonne.winteler@leedsparentcarerforum.co.uk](mailto:yvonne.winteler@leedsparentcarerforum.co.uk)) of any unsafe or hazardous conditions of which they become aware.
- Using and taking care of all protective clothing and equipment supplied by the organisation.

LPCF will identify individuals from the Steering Group or the wider membership to take on the responsibility for Health and Safety policy, procedure and implementation, as required.

LPCF will also adhere to the findings of Risk Assessments where these are identified.

## **STATEMENT REVIEW**

Due to the nature of Health and Safety legislation the statement will be reviewed on an on-going basis to accommodate any impending changes in legislation or Codes of Practice identified.

A review of the statement will occur on the review date indicated.

**Implemented: June 2023**

**Review: June 2024**