



A Company Limited by Guarantee, Registered in Scotland
Company Number SC271553 Charity Number SC038888
Registered Office: Unit 1, Woods Yard, Whitehall Village, Stromsay, Orkney, KW17 2AR

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Stromsay Development Trust Office

Our health and safety policy is to:

- Prevent workplace accidents and minimise work-related health issues
- Identify and control health and safety hazards effectively
- Provide clear guidance, information and sufficient training to ensure employees can perform tasks safely and competently
- Ensure the working environment is safe and promotes good health
- Supply appropriate personal protective equipment to employees
- Establish and implement emergency plans, including evacuations for fires or other critical incidents
- Regularly review and update this policy to maintain its effectiveness

Signed

Date

Print Name

Review Date



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Part 2: Responsibilities for Health and Safety

1. Overall and final responsibility for Health and Safety

2. Day-to-day responsibility for ensuring this policy is put into practice

3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

4. All employees should:

- Work collaboratively with supervisors and managers on health and safety issues
- Act responsibly to protect their own health and safety
- Report any health and safety concerns to the designated individual (as specified above)



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Part 3: Arrangements for Health and Safety

Risk Assessment

We will carry out appropriate risk assessments and take necessary actions.
We will review and update risk assessments whenever there are changes in working practices or conditions.

Training

We will provide personal protective equipment.

Consultation

We will regularly consult staff on health and safety matters as they arise and formally when we review health and safety.

Evacuation

We will ensure that escape routes are clearly marked and kept clear at all times.
Evacuation plans will be periodically tested and updated as needed.