



Health and Safety Policy Statement

The Health and Safety at Work etc., Act 1974 and all other subordinate legislation, imposes a statutory duty on employers to ensure so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work. Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, Vision Action, formally Vision Aid Overseas¹, will ensure so far as is reasonably practicable, that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within Vision Action's organisational structure.

A. Vision Action will, so far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Systems of work are provided and maintained that are safe and without risks to health.
- The place of work is safe and that there is safe access to and egress from the workplace.
- Arrangements for use, handling, storage and transport of articles and substances at work are safe and without risks to health.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health.
- Risk assessments are carried out and reviewed periodically.
- Health surveillance is provided where appropriate.
- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- Monitoring of work activities is undertaken to help maintain agreed performance standards.

B. It is the duty of all employees at work:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to co-operate with Vision Action with regard to any duty placed on Vision Action to enable the discharge of its duties under the Act and any Regulations and Codes of Practice.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- To understand that non-compliance with either of the points above may lead to disciplinary action.

All staff will be required to attend a basic Health and Safety training with those working in the warehouse attending additional training relating to their work, such as training on manual handling. Upon completion of the training, all staff will be required to sign their copy of the "Employee Safety Hand-Book".

C. General:

The Health and Safety Policy will be reviewed periodically, amended and updated as and when necessary. The Policy, and any subsequent changes, will be promulgated to all employees.

Vision Action will provide and maintain effective procedures for consultation and communication with employees and, where appropriate, trade union safety representatives on all matters relating to health, safety and welfare in order to ensure the effectiveness of the Health and Safety Policy.

The Vision Action management will keep the Health and Safety Policy under continual review.

It is the overall policy of Vision Action to plan, regularly review, develop and progressively improve organisation and arrangements to provide, so far as is reasonably practicable, a workplace and working conditions which are safe for all staff and others who may be affected by Vision Action activities.

High standards of Health and Safety will be achieved by putting this policy into practice. The fostering of a positive health and safety culture will secure involvement and participation at all levels and will be sustained by effective communications plus the promotion of competence to enable all employees to make a responsible and informed contribution to the health and safety effort.

In order to help Vision Action remain compliant and ensure high standards in Health and Safety are achieved, we have a three-year contract with Peninsula <https://www.peninsulagrouplimited.com> in the UK until March 2024. They will provide expertise and advice and will be the named contact in the UK for Health and Safety for Vision Action.

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