

**Health and Safety Policy**

**Purpose of Policy**

Shetland Community Benefit Fund (the **Employe**r) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending the premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are. Compliance in accordance with the Health and Safety at Work Act 1974 (as amended) and all other relevant regulations.

This statement of policy does not form part of any contract of employment. This policy may be amended at any time by the Employer at its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

**Who is responsible for workplace health and safety?**

Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure, and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers, fixed-term staff and any volunteers.

**The Health and Safety Policy of the organisation is to**

* Provide and maintain a healthy working environment at all times
* Ensure adequate control of health and safety risks arising from work activities, this includes communication with clients and any use of subcontractors
* Provide all required instruction, training and supervision and other relevant health and safety information to employees
* Ensure that all employees are competent in the work activities they are engaged in
* Continue to consult with and update employees on all Health and Safety issues
* Encourage all employees to take reasonable care for the health and safety of him/herself, fellow employees and all persons accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.
* All subcontractors or consultants that either engage with SCBF or work on projects which are funded by the SCBF will be responsible for their own Health and Safety
* Report all incidents, near misses or accidents to the SCBF Fund Manager.

Overall responsibility for health and safety for the organisation lies with the board of directors.

Signed C Bunyan, SCBF Chair, 21/01/2025