

The Snowflake Trust Limited

Operating The Snowflake Winter Night Shelter

HEALTH & SAFETY POLICY

1. Introduction

The policy of The Snowflake Trust (Snowflake) is to provide and maintain as far as is reasonably practical, safe and healthy working conditions. The Trust aims to provide safe equipment and systems of work for both Guests and Volunteers. The Trustees aim to provide such information, training and support as is needed for this purpose.

2. Objectives

Snowflake undertakes:

- To provide a working environment that is healthy and safe with satisfactory amenities
- To ensure that health and safety legislation, regulations and codes of practice are observed
- To provide and maintain safe premises and equipment including appropriate protective clothing (where appropriate)
- To ensure that the use, handling, storage and transportation of food, articles and substances are safe
- To ensure that the systems of work are safe and provide or locate appropriate training and advice for volunteers in these matters
- To ensure that all Guests and Volunteers using the venue premises are safe and without risk to their health
- To review and revise this policy annually or as new legislation requires.

3. Communication

Guests will be advised of this policy at interview prior to entering the shelter. Volunteers will be informed of the policy at briefing meetings and details of the policy will be included in the Volunteers Handbook

If anyone is excluded from the shelter as a result of breaching the policy, all Venue Coordinators will be informed by entry in the log book and the matter referred to the Project Manager who will, in turn, report the matter to the next meeting of Trustees.

Update: March 2019