

Health and Safety Policy

Nottingham News Centre CIC acknowledges their duty of care to ensure a safe place to work and visit for our staff, volunteers, partners and the public. We will follow relevant UK laws and standards, as well as ensure local legal compliance.

Health and safety is everyone's responsibility as well as being a particular responsibility for all levels of management. Nottingham News Centre expects everyone to be aware of their role in workplace safety.

Introduction

Nottingham News Centre has established this Health and Safety policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by Nottingham News Centre CIC, and applies to all staff, volunteers and partners working with Nottingham News Centre.

Scope

We aim to ensure that all staff and volunteers working with Nottingham News Centre foster an attitude of good practice and co-operation to achieve high standards of health and safety. We will ensure that good health and safety management is an integral part of our approach to delivering services to our clients.

Nottingham News Centre CIC is committed to:

- Achieving and maintaining good standards of health and safety practice
- Providing specialist safety, health and fire advice across its operations
- Monitoring and reviewing its health and safety systems and procedures to ensure their suitability, adequacy and effectiveness
- Ensuring all staff stakeholders play their part in meeting Nottingham News Centre's health and safety standards
- Enabling staff and volunteers to comply with Nottingham News Centre's health and safety standards
- Providing suitable and adequate information, instruction, training and facilities to ensure all staff are aware of and equipped to carry out their health and safety responsibilities
- Ensuring that those contacted to Nottingham News Centre are aware of, and satisfactorily discharge, their health and safety roles and responsibilities

Training

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

Will ensure that induction training and information are provided for all employees and volunteers by the Director and that job-specific training will also be provided.

Nottingham News Centre will review this policy statement annually to reflect new legal and regulatory developments and ensure good practice.

This policy was approved by Norma Gregory, Director and Board of Directors in December 2022 and is due for review in July 2025.