

THE SABRE TRUST HEALTH AND SAFETY POLICY

POLICY AIM

The aim of the Sabre Trust Health and Safety Policy is to provide and maintain a safe environment and conditions for all Trustees, Assessors, volunteers and clients in which to function; and to accept responsibility for the safety for all persons having business with the Sabre Trust.

It is the duty of all Sabre Trust personnel to familiarise themselves with the policy, a copy of which is available on the website at www.thesabretrust.co.uk.

RESPONSIBILITIES

1. The Trustees have overall and final responsibility for Health and Safety.
2. All Assessors, volunteers and agents working on behalf of The Sabre Trust have the responsibility to co-operate with the policy to achieve a safe environment, and to take reasonable care of themselves, their colleagues and the clients.

ACCIDENTS

All accidents involving Sabre Trust personnel and clients engaged on Sabre Trust business must be reported and recorded in the Accident Book.

FIRE

When attending premises for Sabre Trust meetings, Sabre Trust personnel must familiarise themselves with the location of fire alarms, extinguishers and exits.

HOUSEKEEPING

1. When attending premises for Sabre Trust meetings it is everyone's responsibility to play their part by keeping the premises clean, neat and tidy. If a kitchen is used for making hot drinks watch out for spillages and wet floors. Always clean up after using facilities and report damage and/or trip hazards immediately to either the building manager or the Chairman.
2. Faulty electrical appliances can be particularly dangerous. Broken plugs, frayed wires and appliances not carrying evidence of a recent P.A.T. inspection, or with a label that indicates the equipment has not been tested in the last year. Such faults must be reported immediately to the building manager or the Chairman.

ATTENDANCE AT TRAINING CAMPS

1. The majority of assessments of grant applications will be conducted via the telephone, but occasionally it may be necessary to speak to the applicant in person. The Sabre Trust recommends that such interviews are conducted at training camps, for the safety of both the applicant and the assessor.

TST Health and Safety Policy

2. If Sabre Trust personnel attend fencing training camps care must be taken when walking around the fencing salle. Personnel must be aware of the potential trip hazards from fencing equipment and electrical equipment which of necessity will be lying on the floor.

3. If Sabre Trust personnel attending training camps are requested to assist in the lifting and carrying of the fencing equipment they do so at their own risk. The equipment is very heavy and can cause serious injury.

ASSESSMENTS

Any Sabre Trust personnel who will be conducting face-to-face interviews in the course of their duties must have a DBS certificate.

INSURANCE

The Sabre Trust has public liability insurance with Zurich Insurance Plc, which covers all Sabre Trust personnel and clients in the course of conducting their business. (See the Insurance Policy for details)

Adopted March 2020