**Drogheda Hospice Homecare Foundation**

**Health & Safety Policy**

This statement sets out the Health & Safety Policy of the Drogheda Hospice Homecare Foundation and how this policy will be implemented.

Our objective is to ensure that all activities undertaken on behalf of DHHF are carried out in a safe and healthy environment.

**Our aims in regard to Health & Safety are**:

* All activities on behalf of DHHF are held in safe places.
* Identify and control hazards.
* Prevent as far as possible any improper behaviour likely to put anyone at risk.
* Consult with members and volunteers on all health and safety matters.
* Provide appropriate clothing as necessary
* Provide appropriate information on a continuous basis.

**Drogheda Hospice Homecare Foundation Responsibilities.**

The board of DHHF has a responsibility to provide a safe environment for all activities carried out on its behalf. These responsibilities are:

* Maintain safe and healthy environments for all those working on behalf of DHHF.
* Maintain a continuous interest in all Health & Safety matters.

Members and Volunteers Responsibilities.

Members and volunteers have a responsibility to carry out all duties in a safe manner.

They should:

* Help the DHHF in maintaining a safe environment.
* Follow any direction given to them.
* Report any hazardous situation.
* Not work in any hazardous situations.
* Misuse any equipment supplied to them
* Take part in any activity that might lead to injury to self or others.

Accident Reporting.

All accidents must be reported to the Healthy and Safety Officer.

All accidents will be investigated and a report prepared so action can be taken to avoid a re-occurrence.

When reporting an accident, the following information should be given:

* Date, time and place of accident
* Injured person’s name, address and age.
* Nature of accident
* Any action taken.

Drogheda Hospice Homecare Foundation will ensure that everyone working on their behalf will have access to the Health and Safety Statement.