



Norfolk and Suffolk Animal Trust (NASAT)

Health & Safety Policy

Approved by: Board of Trustees

Date Approved: 26 October 2025

Next Review Due: 26 October 2026

## **1. Purpose**

Norfolk and Suffolk Animal Trust (NASAT) is committed to ensuring, promoting, and maintaining the highest standards of health, safety, and welfare for all employees, volunteers, and others who may be affected by our activities. This policy outlines NASAT's approach to meeting its legal obligations under the Health and Safety at Work etc. Act 1974 and associated legislation, and to creating a safe and healthy working environment for everyone involved in our operations.

## **2. Scope**

This policy applies to all employees, volunteers, contractors, and any other individuals involved in the work of NASAT, whether at our kennels, charity shops, or other operational locations.

It also applies to members of the public who may visit NASAT premises or otherwise engage with our activities.

## **3. Principles**

NASAT is committed to ensuring that:

- All reasonable steps are taken to safeguard the health, safety, and welfare of all staff and volunteers.
- Safe and healthy working conditions are maintained at all times.
- Equipment and machinery are properly maintained and used safely.
- Adequate information, instruction, training, and supervision are provided.
- Emergency procedures (including fire safety) are implemented and understood by all.

- Risks are identified, assessed, and controlled to prevent accidents and work-related ill health.

## **4. Responsibilities**

### **4.1 Trustees and Management**

The Trustee Team holds overall responsibility for ensuring NASAT complies with relevant health and safety legislation and for maintaining oversight of health and safety arrangements.

### **4.2 Kennel Management and Shop Management**

The Kennel Manager (Fremantle Road) and Shop Manager (123 High Street, Gorleston) are responsible for day-to-day implementation of this policy, including staff and volunteer training, maintaining safe conditions, and managing risk assessments.

### **4.3 Staff Members and Volunteers**

All staff members and volunteers have a duty to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Follow NASAT safety procedures and instructions.
- Use equipment and materials correctly and safely.
- Report hazards, unsafe conditions, or accidents immediately to management.

## **5. Risk Assessment and Training**

NASAT will ensure that risk assessments are conducted for all relevant activities. Actions arising from these assessments will be implemented and reviewed as necessary. Staff and volunteers will receive appropriate health and safety inductions, training, and personal protective equipment where required.

## **6. Fire Safety and Emergency Procedures**

All staff and volunteers must familiarise themselves with NASAT's fire safety procedures, including evacuation routes, fire exits, and the location of firefighting equipment. Fire safety information is displayed on-site. Any incidents, accidents, or work-related injuries will be reported, investigated, and recorded in accordance with RIDDOR 2013.

## **7. First Aid**

A fully stocked first aid kit, including eye wash and accident book, is available at all NASAT sites. The Kennel Manager and Shop Manager are responsible for ensuring first aid provisions are maintained and accessible.

## **8. Public Health and Hygiene**

NASAT is committed to maintaining clean, ventilated, and hygienic working environments. Staff and volunteers are expected to maintain good hygiene practices to minimise the spread of infectious diseases. In the event of public health emergencies, NASAT will act in accordance with official government advice.

## **9. Facilities and Equipment**

All public and staff facilities, including kitchens and bathrooms, will be maintained in a safe and sanitary condition. Routine inspections and cleaning will be carried out, and defects will be promptly addressed.

All machinery and equipment will be subject to regular inspection and testing. Faults or defects must be reported to the Kennel or Shop Manager immediately.

## **10. Monitoring, Review and Updates**

This policy will be reviewed annually or sooner if required by changes in legislation or NASAT operations. Updates will be approved by the Board of Trustees.

## **11. Contact for Advice**

For advice or clarification regarding this policy, please contact:

Trustee Team

Email: [nasattrusteeteam@hotmail.com](mailto:nasattrusteeteam@hotmail.com)

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