

Health and safety policy

This is the statement of general policy and arrangements for:		THE RIGHT TO WORK
Debbie Lyall Sharron de Abreu Faria Louise Macmillan		MD has overall and final responsibility for health and safety
All Senior Job Coaches		have day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Job Coach	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria - Art Invisible	Ensure up to date risk assessments are in place for all sites Assess ability of Supported volunteers/volunteers at interview Regularly check all sites to ensure equipment is maintained correctly Ensure all SV's/Staff have had appropriate training in Food Safety/ Fire evacuation
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria - Art Invisible	Implement training of new Supported Volunteers/ Volunteers in procedures and use of equipment Implement Risk Assessments
Engage and consult with employees on day-to-day health and safety conditions	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria - Art Invisible	Implement Risk Assessments
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria - Art Invisible	Implement Risk Assessments

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria- Art Invisible	Implement Risk Assessments
Keep up to date with PPE requirements and ensure that the staff team and SV are well informed.	Senior Job Coach	Complete a "GO TO INFORMATION FORM" showing each job role and the necessary PPE - and have posters made for SVs to use
Complete individual Risk Assessments – if the individual has significant needs that differ from our main SV group	Senior Job Coach	Implement Risk Assessment
Fire Risks – each premises to have well signed exit points Each Staff member to understand fully our Fire Procedure Regular Fire Drills to be completed – at least 4 times per year Records of Fire Drills to be kept and issues discussed with Senior Staff Member	Senior Job Coach	Keep all information updated and diarize dates for Fire Drills

Signed: Debbie Lyall	Managing Director	Date:	July 2019
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Each Premises – known to all staff
First-aid box is located:	Each Premises – known to all staff
Accident book is located:	Each premises – known to all staff

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

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