

Health and safety policy

This is the statement of general policy and arrangements for:			THE RIGHT TO WORK
Debbie Lyall (Managing Director) Sharron De Abreu Faria (Director) Louise Macmillan (Director)			has overall and final responsibility for health and safety
Louise Macmillan – Staunton Country Park Sharron De Abreu Faria – Hewitt's Community Hub Maxine Grantham – Staunton (Senior Job Coach)			has day-to-day responsibility for ensuring this policy is put into practice
In Sharron's absence, the responsibility will fall on the permanent Job Coach in attendance.			
In the absence of either Louise or Maxine – as above			
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	Louise Macmillan – Staunton Maxine Grantham – Staunton Sharron De Abreu Faria – Hewitt's	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	Louise Macmillan – Staunton Maxine Grantham – Staunton Sharron De Abreu Faria – Hewitt's	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	Louise Macmillan – Staunton Maxine Grantham – Staunton Sharron De Abreu Faria – Hewitt's	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	Louise Macmillan – Staunton Maxine Grantham – Staunton Sharron De Abreu Faria – Hewitt's	Implement Risk Assessments Follow displayed fire procedures Regular fire evacuation drills	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Louise Macmillan – Staunton Maxine Grantham – Staunton Sharron De Abreu Faria – Hewitt's	Implement Risk Assessments Annual Fire, Gas and PAT checks completed.	
Regularly check the Safety File on site and chase up any necessary checks – please use our preferred contractors for any necessary safety work where possible	Louise Macmillan – Staunton Maxine Grantham – Staunton Sharron De Abreu Faria – Hewitt's	Implement Risk Assessments Annual Fire, Gas and PAT checks completed	

Ensure Smoke alarms are checked to be in a working condition at least monthly – replace batteries or the console as necessary.	Louise Macmillan – Staunton Maxine Grantham – Staunton Sharron De Abreu Faria – Hewitt's	Implement Risk assessments

Signed: * (Employer)		Date:	17 th June 2023
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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)	Staunton – Cottage downstairs Hewitts's - kitchen
First-aid box is located:	Staunton – First Aid cupboard, Polytunnel (Farmside), Portable one for outside work Hewitt's - One kitchen, one in Art
Accident book	Staunton – First Aid cupboard. Hewitt's – Art room

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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