

Health and safety policy

This is the statement of general policy and arrangements for:		THE RIGHT TO WORK
Debbie Lyall (Managing Director) Louise Macmillan (Operations Director)		has overall and final responsibility for health and safety
Maxine Grantham – Staunton (Operations Manager) Louise Macmillan		has day-to-day responsibility for ensuring this policy is put into practice
In the absence of either Maxine – the responsibility will fall on the Senior Job Coaches – Lawrie Chalmers and Mitchell Cawte		
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	Maxine Grantham – Staunton	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	Maxine Grantham – Staunton	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	Maxine Grantham – Staunton	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	Maxine Grantham – Staunton	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	Maxine Grantham – Staunton	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	Maxine Grantham – Staunton	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.	Maxine Grantham – Staunton	Implement Risk assessments

Signed: * (Employer)		Date:	4 th Feb 2026
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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, one upstairs landing, one in kitchen Art- one in kitchen, one in foyer
First-aid box is located:	Staunton – First Aid cupboard, Polytunnel (Farmside), Portable one for outside work Art - One kitchen, one in Art Studio (back room)
Accident book	Staunton – First Aid cupboard. Art – Art Studio (back 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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