

HEALTH & SAFETY

MATTERS2ME CIC



Policy: Health and Safety policy

1. Policy Statement

This is the statement of general policy and arrangements for Matters2Me CIC

The company is committed to:

- Provide a safe place of work.
- Provide safe systems of work.
- Provide training, instruction and supervision.
- Provide and maintain safe equipment.
- Assess the risks to anyone who might be affected by carrying out work activities.
- Ensure materials and substances are safely stored, handled and transported.
- Work to prevent accidents.

2. Responsibilities

The centre manager has overall and final responsibility for health and safety.

All staff have day to day responsibility for ensuring this policy is put into practice.

Department heads will complete daily checklists for health and safety in their department.

The centre manager will complete a weekly checklist for health and safety in the entire building.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to be aware of health and safety; to follow safe systems at work and report any concerns to supervisors and managers.

3. Arrangements

3.1 Training

All staff will be given a health and safety induction and provided with appropriate training.

Supervisors and managers are responsible for identifying training needs.

The office manager is responsible for keeping a record of all training

3.2 Carrying out risk assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce it to an acceptable level and the risk assessments will be provided to operatives.

3.3 First Aid

Adequate first aid provision will be available at all sites, and a first aid trained staff member will always be on site. All first aid incidents will be recorded.

3.4 Accident reporting

All employees will report accidents to their supervisor or manager. The centre and safeguarding managers are responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.

All accidents will be recorded in the accident book which is kept by the office manager and is located in a secure place within the office.

3.6 Emergency procedures

The centre manager is responsible for carrying out fire risk assessments. This will be complimented with a yearly assessment by the Fire Marshall.

Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

Date policy adopted: _____

Signature of Chair: _____

Date policy to be reviewed: _____