

Health and safety policy

This is the statement of general policy and arrangements for:		Cathays and Central Youth and Community Centre
Bud Harper		has overall and final responsibility for health and safety
Duty Managers - Bud Harper, Joel Beswick, James Clark, Tom Watkins, Jon O'Shea, Charlie Furness, Aleks Chamczynska, Les Spaine.		have day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	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	Duty Manager – Manager – Management Board	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions, policies and information together with adequate training, to ensure employees are competent to do their work	Duty Manager – Manager – Management Board	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions,	Duty Manager – Manager – Management Board	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
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	Duty Manager – Manager – Management Board	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances through the implementation of a Health and Safety Management System	All staff - Duty Manager – Manager – Management Board	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)		Date:	
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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)	Reception Health and Safety Board
First-aid box is located:	Reception Office
Accident book is located:	Reception Office

Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Cathays and Central Youth and Community Project

Date of risk assessment: 4/12/18

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways. Use of warning signs.	Improved Training. Write a Housekeeping Policy	All Staff Health and Safety Officer -Bud	Dec 2019	
Electrocution through faulty appliances or poor condition	Staff and visitors may be electrocuted if they come into contact with electricity	PAT testing Regular staff inspection of leads, ,sockets and appliances Regular Professional Inspection Not overloading sockets	Implement Improved Training	Health and Safety Officer -Bud	Easter 19	Done
Inhalation and ignition of Gas/Carbon monoxide	Staff and visitors may be poisoned if they come into contact with gas/carbon monoxide Risk of fire and explosion	carbon monoxide detectors on every boiler with regular checks Regular Gas Safety Checks	Implement Emergency Procedure Training	Health and Safety Officer -Bud	Dec 19	
Injury through contact with Chemicals	Staff and visitors may be harmed if they come into contact with chemicals Risk of explosion and explosion	A COSHH file is in use detailing any hazardous chemicals on site. These chemicals should be listed with data sheets in a safe and secure place.	Include Cleaners cupboard products in COSHH file. Safekeeping of Inks and toners to be implemented	Building Development Officer – Mike. Health and Safety Officer -Bud	Dec 19	
Injury through contact with Asbestos	Staff and visitors may be harmed if they come into contact with chemicals	An Asbestos management log is in use detailing Asbestos on site, and the protocol to be used in managing it	Improved Staff Training Improved Signage Improved Procedures	Health and Safety Officer -Bud	Dec 19	*Hint, tab here for new row*

Injury and damage through contact with fire	Staff and Visitors through smoke inhalation and burns	Maintaining necessary fire equipment and procedure checks. Updating Fire Risk Assessment Plan	Implement Fire Marshall Training Improve quality of Fire Doors	Health and Safety Officer -Bud	Sept 19 – Dec 19	
Injury sustained as a result of failure of the fabric of the building	Building collapse or partial collapses of structures may result in serious injury					
Injury through excessive loud Noise	Staff and Visitors may have hearing damaged	We have ear plugs that are available to staff and visitors	Encourage staff use through improved training, signage and procedures	Health and Safety Officer -Bud	Nov 19	
Injury through falling whilst Working at Height	Staff may injure themselves through use of Ladder, scaffolding and access to Balcony.	Ladder Maintenance checks Restricted access to Balcony area	Improved Training Written policy and risk assessments for working at height to be written Construction of Safety feature on balcony	Health and Safety Officer -Bud	Sept 19 – Dec 19	
Injury through tools or sharp items	Staff or visitors may injure themselves through contact with sharp items	Daily walkaround completed for hazardous items Tools kept in restricted areas	Improved training and storage	Health and Safety Officer -Bud	Easter 19	Done
Injury through the Manual Handling of heavy or awkward items	Staff may injure themselves through carrying of heavy/bulky items	In House Training	Improved refresher training Written Policy	Health and Safety Officer -Bud	Sept 19	
Injury or ill health brought on by poor posture and use of DSE	Staff may develop symptoms of ill health	In House Training	Improved refresher training Written Policy	Health and Safety Officer -Bud	Dec 19	
Illness through stress or Fatigue brought on by Excessive Working Hours and/or an excessive or stressful workload.	Staff may develop symptoms of ill health	Regular Supervision	Regular monitoring of staff's stress and happiness levels.	Health and Safety Officer -Bud	Dec 19	
Injury or ill health brought about through contact with physically or verbally aggressive members of public or colleagues.	Staff may develop symptoms of ill health	A complaints log is kept	Write Policy and training. Signage	Health and Safety Officer -Bud	Dec 19	
Ill health through low or high temperatures	Staff may develop symptoms of ill health	Fans and heaters are available	Regular Monitoring of heating system.	Health and Safety Officer -Bud	Easter 19	Done
Ill health as a consequence of Bullying	Staff may develop symptoms of ill health	Regular Supervision	Signage. Regular monitoring of staff's issues and concerns..	Health and Safety Officer -Bud	Dec 19	
Injury whilst travelling off site in a work capacity	Staff may be injured either walking, cycling, driving or using public transport	Nothing to date.	Policy and Risk assessments to be written	Health and Safety Officer -Bud	Dec 19	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>. For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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