# **Health and safety policy**

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| This is the statement of general policy and arrangements for: | | **Wellbeing Challenge CIC** | |
| **Andrew Foreman**  **(Name of Employer/Senior manager)** | | **has overall and final responsibility for health and safety** | |
| **Activity leader**  **(Member of staff)** | | **has responsibility for ensuring this policy is put into practice for activities they are running** | |
| 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 | Andrew Foreman | | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Andrew Foreman | | Staff, sub-contractors and volunteers given necessary health and safety induction and provided with appropriate training 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 | Andrew Foreman | | 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](https://www.gov.uk/workplace-fire-safety-your-responsibilities%20) | Activity Leader | | Familiarise with evacuation plans and escape routes in working locations. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Andrew Foreman | | 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. |

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| Signed: \* (Employer) | A J Foreman | Date: | 1/12/19 |

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.

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| Health and safety law poster | Health and safety leaflets provided to individual staff and volunteers |
| First-aid box is located: | Activity leader to establish location of first aid box in training locations  Activity leader carries first aid box at outdoor locations |
| Accident book is located: |  |

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>

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.**

# **Risk assessment**

**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: **Wellbeing Challenge CIC Date of risk assessment**: **1/12/19**

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| **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 course participants 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. |  | All staff, supervisor to monitor  Manager | From now on | xx/xx/xx |
| Transport | Staff and course participants | Oral briefing for staff and course participants  Supervision of entry and exit from transport, use of seat belts | Written briefing for staff and adult participants | Activity leader  Nick Roberts | From now on  Written briefing 31/1/16 |  |
| Outdoor Centre (out of hours) | Staff and course participants  Hot drinks, bonfires, outdoor and indoor games, safe behaviour inside centre accommodation | Emergency evacuation briefing  First aid cover | Induction agreement for participants  All staff and volunteers to be familiar with evacuation procedures  Trained first aider on duty to be familiar with procedures | Activity leader | Course requirement  First aid training for staff Jan/Feb 2016 |  |
| Community Activities | Staff and course participants | Risk assess individual activities | Briefing to participants relevant to activity | Activity leader |  |  |

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| Violence at work | Staff and course participants | Record of violent incidents | Staff briefing  Incident management procedure  Induction agreement for participants | Activity leader |  | \***Hint**, tab here for new row\* |

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](http://www.hse.gov.uk/).](#_Hlk110917549%091,4557,4611,0,,%13%20HYPERLINK%20%22http://www.hse.gov.)

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

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