



Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To provide safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of:

_____ Conta Rowan Hamilton

Day to day responsibility for ensuring this policy is put into practice is delegated to:

_____ Conta Rowan Hamilton

To Ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas/or when their project is in session



<u>Name</u>	<u>Responsibility</u>
Natalie Ulasi	Pre-school room
Mohamed Benrahma	Dalgarno Supplementary School
Carmel Hendricks	HealthWorks
Sue King	Community Champions
Ann Goodger	Food Bank

All employees have to:

- Co-operate with supervisors and managers on health matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

At induction staff will receive the health and safety policy and a detailed introduction to the manual so that they fully understand what their responsibilities are with regards:

- fire procedure and drills
- first aid/accident procedures
- security arrangements
- protective and preventative measures
- emergency procedures
- risk assessments
- smoking policy
- personal protective equipment
They should also receive relevant training e.g. manual handling, working with a computer, working at height etc.
- Workstation needs will be assessed.



Health and safety risks arising from our work activities

- Risk assessments will be undertaken by
The person who is running any one activity _____

- The findings of the risk assessments will be reported to
Conta Rowan Hamilton _____

Action required to remove/control risks will be approved by
Conta Rowan Hamilton

Will be responsible for ensuring the action required is implemented.

Will check that the implemented actions have removed/ reduced the risks.

Conta Rowan Hamilton _____

Assessments will be reviewed every 3 months

CONTA ROWAN HAMILTON

Or when the work activity changes, whichever is sooner.

Consultation with employees

Employee representative(s) are

TBA

- Consultation with employees is provided by
Monthly staff meetings

Safe Plant and equipment

- Glen Dupuis/ Conta Rowan Hamilton
Will be responsible for identifying all equipment/plant needing maintenance.
- Conta Rowan Hamilton
Will be responsible for ensuring effective maintenance procedures are drawn up.
Conta Rowan Hamilton
Will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to:

Glen Dupuis/Conta Rowan Hamilton

- Conta rowan Hamilton
Will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- **Conta Rowan Hamilton**

Will be responsible for identifying all substances which need a COSHH assessment.

Conta Rowan Hamilton

- Will be responsible for undertaking COSHH assessments.
- Conta Rowan Hamilton/WALA AL SAKRAN
Will be responsible for ensuring that all actions identified in the assessments are implemented.
- Conta Rowan Hamilton
Will be responsible for ensuring all relevant employees are informed about the COSHH assessments.
- Conta Rowan Hamilton
Will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every;

Three Months

Or when the work activity changes, whichever is sooner.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at/ leaflets are issued by

Reception/Cafe Area and Project Office

- Health and Safety advice is available from
Peninsula/Royal Borough of Kensington & Chelsea/HSE Website

- Supervision of young workers/trainees will be arranged/undertaken/monitored by
Relevant Line Manager

- **the employee should undertake their own H&S inspection before hosting at another site**

Is responsible, for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by
Relevant Line Manager and Core Team
- Job specific training will
be provided by
Relevant Line Manager and Core team
- Specific jobs requiring
special training are
Building Supervisor and Kitchen

Training records are kept at/by

On the management system by CRH

Training will be identified, arranged and monitored by

Relevant Line Manager and approved by the directors

Accidents, first aid and work-related ill health

Health surveillance will be arranged by

ANN GOODGER

Health surveillance records will be kept by/at

HR

The First Aid box(es) is/are kept at

Stairwell Area, Kitchen and Pre-school room (Ground floor)

Project Office (1st Floor)

The appointed person(s) /first aider(s) is /are

CARMEL HENDRICKS

TBA

All accidents or cases of work-related ill health are to be kept recorded in the accident book. The book is kept at/by

RECEPTION

- **directors**

Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will

- FACILITIES MANAGER will carry out daily and weekly inspections of the building, writing reports on any infringements or clear safety issues such as equipment left out, ladders left propped against a wall etc.
- The individual Project managers carry out their own risk assessments before each project session, and the reports are monitored by the Centre Manager. Risk assessments are also carried out for off-site activities before the activity is attempted - eg swimming pools/holiday centres/activities such as canoeing or rock-climbing etc.
- **CONTA ROWAN HAMILTON**
Is responsible for investigating accidents.

CRH

Is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures- fire and evacuation

- **CONTA ROWAN HAMILTON**
Is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by/every
WALA AL SAKRAN every week
- Fire extinguishers are maintained and checked by/every
MORGAN FIRE AND ALARM WHEN REQUIRED BY LAW

- Alarms are tested by/at
Glen Dupuis every 2 weeks

Emergency evacuation will be tested every QUARTER

Appendix 1

Our Responsibility

- make the workplace safe
- prevent risks to health
- ensure that plant and machinery is safe to use, and that safe working practices are set up and followed
- make sure that all materials are handled, stored and used safely
- provide adequate first aid facilities
- tell you about any potential hazards from the work you do, chemicals and other substances used by the firm, and give you information, instructions, training and supervision as needed
- set up emergency plans
- make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements
- check that the right work equipment is provided and is properly used and regularly maintained
- prevent or control exposure to substances that may damage your health
- take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation
- avoid potentially dangerous work involving manual handling and if it can't be avoided, take precautions to reduce the risk of injury
- provide health supervision as needed
- provide protective clothing or equipment free of charge if risks can't be removed or adequately controlled by any other means
- ensure that the right warning signs are provided and looked after
- report certain accidents, injuries, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or the local authority, depending on the type of business

Your responsibilities

- Your most important responsibilities as an employee are:
- to take reasonable care of your own health and safety
- if possible avoid wearing jewellery or loose clothing if operating machinery
- if you have long hair or wear a headscarf, make sure it's tucked out of the way (it could get caught in machinery)
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies



The Dalgarno Trust

- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job (your employer may need to change the way you work)
- to tell your employer if something happens that might affect your ability to work (eg becoming pregnant or suffering an injury) - your employer has a legal responsibility for your health and safety, they may need to suspend you while they find a solution to the problem, but you will normally be paid if this happens
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy - they should temporarily move you to another job if they have one for you to do

Signed Conta Rowan Hamilton

Director

Date Feb 2018

Review Date Feb 2019