

Health and safety policy

This is the statement of general policy and arrangements for:

CAMBRIDGE CARBON FOOTPRINT


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

Tom Bragg Chair of Trustees

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

Alana Sinclair Co-ordinator

| STATEMENT OF GENERAL POLICY | RESPONSIBILITY OF: Name/Title | ACTION/ARRANGEMENTS (customise to meet your own situation) |
|---|----------------------------------|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | TOM BRAGG | Carry out Risk Assessments with help of staff every 6 months (or when circumstances change) and to propose appropriate changes and ensure they are implemented |
| To provide adequate training to ensure employees are competent to do their work. | BEV SEDLEY | To set Objectives for Professional Development and to conduct regular appraisals |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | ALANA SINCLAIR | Discuss and raise awareness of health and safety issues with staff and long-term volunteers. Be alert to new risks or safety incidents: report and act on them as appropriate. |
| To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety . | ALANA SINCLAIR | Liaise with Future Business on emergency procedures. Ensure all staff & LTVs aware of them. |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | ALANA SINCLAIR | Be alert to safety of all equipment used by CCF. Prevent use of anything unsafe until it's made safe or replaced. |

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|---|--|--------|---|
| Health and safety law poster is displayed: | Leaflets will be distributed to each employee & office based volunteers in lieu of displaying a poster | | |
| First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923 | The Future Business kitchen | | |
| Signed: (Employer) |  | Date: | 08/03/2013 |
| Subject to review, monitoring and revision by: | Tom Bragg | Every: | 6 months or sooner if work activity changes |

Employers with five or more employees should have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to www.hse.gov.uk/risk

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Company name: **CAMBRIDGE CARBON FOOTPRINT**

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|-----------------------|---|---|---|----------------|-----------------|------|
| Tripping | Anyone in office | We ensure that the floors are kept clear of all wires and other materials | Surveillance & reminding other | Alana Sinclair | ongoing | |
| Strain from VDU use | Computer users by poor position or excessive work periods | Encouraging regular breaks from computer use | Study "Working with VDUs". Evaluate the ergonomics of workstations. | Alana Sinclair | 30/04/2013 | |
| Electrical faults | People using electrical equipment | Participating in regular Citylfe PAT testing | Quarantine, repair/ replace/test faulty equipment | Alana Sinclair | ongoing | |
| Fire | Anyone in office | Posters are displayed in the Future Business building | Inducting new staff and volunteers into fire safety proceedures | Alana Sinclair | ongoing | |
| Stress | Any worker or volunteer | Raising awareness | Study & implement relevant parts of "How to tackle work-related stress" | Bev Sedley | 30/04/2013 | |
| General | | | Induct new staff and office based volunteers in the Health and Safety policy and go through the Risk Assessment with them | Alana Sinclair | ongoing | |

First Risk assessment by Tom Bragg & Alana Sinclair, 08/03/2013

Assessment review date: **08/09/2013** (or earlier if working habits or conditions change)