

Health and safety policy

This is the statement of general policy and arrangements for:

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


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

CAMBRIDGE CARBON FOOTPRINT

Tom Bragg Chair of Trustees

Mary Geddes, Office manager

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.	RO RANDALL	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.	MARY GEDDES	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 .	MARY GEDDES	Liaise with CityLife 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.	ANDY BROWN	Be alert to safety of all equipment used by CCF. Prevent use of anything unsafe until it's made safe or replaced.

Health and safety law poster is displayed:	Leaflets to each employee & Long-term volunteer, instead		
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	CITY LIFE OFFICE		
Signed: (Employer)		Date:	22/4/10
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	Mary's moved wires and things off floor	Surveillance & reminding others	Mary	ongoing	
Strain from VDU use	Computer users by poor position or excessive work periods	Encouraging regular breaks from computer-use	Investigate/purchase necessary foot & wrist rests. Study "Working with VDUs"	Mary	14/5/10	
Electrical faults	People using electrical equipment	Participating in regular Citylfe PAT testing	Quarantine, repair/ replace/test faulty equipment	Mary	On-going	
Fire	Anyone in office		Check with CityLife on fire procedures & practice	Tom	7/5/10	
Stress	Any worker or volunteer	Raising awareness	Study & implement relevant parts of "How to tackle work-related stress"	Tom	24/5/10	
General			Use the next Volunteer Lunch, May 20 th , to raise awareness of these issues and identify other risks	Tom	20/5/10	
Lone Working	Lone Workers in Office or elsewhere		Prepare & publish guidance on Lone Working	Tom	24/5/10	

1 First Risk assessment by Tom Bragg & Mary Geddes, 22/4/10

2 Updated, Lone Working added, Tom Bragg 4/5/10

Assessment review date: 22/10/10 (or earlier if working habits or conditions change)