

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** Trustee

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

**Alana Sinclair** 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 and volunteering activities.	TOM BRAGG	Carry out Risk Assessments with the help of the Manager every 6 months (or whenever circumstances change) and to propose appropriate changes and ensure they are implemented
To provide adequate training to ensure employees and volunteers are competent to do their work.	TOM BRAGG	To set Objectives for Professional Development and to conduct regular appraisals
To engage and consult with employees and volunteers 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: <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .	ALANA SINCLAIR	Liaise with Outspoken on emergency procedures. Ensure all staff and office based volunteers are 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 employees and volunteers. Prevent the use of anything unsafe until it's made safe or replaced.

Health and safety law poster is displayed:	Leaflets will be distributed to each employee and office based volunteer 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) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	The storage room		
Signed: (Employer)		Date:	25/09/19
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](http://www.hse.gov.uk/risk)

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

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 poor ergonomics or long hours sitting	Computer users by poor position or excessive work periods	Bought new desks and furniture for the office	Encouraging regular breaks from computer use Evaluate the ergonomics of workstations and purchase equipment to raise monitors, new chairs etc. as appropriate	Alana Sinclair	Ongoing 3 months	
Electrical faults	People using electrical equipment	Participating in regular Outspoken PAT testing	Quarantine, repair/ replace/test faulty equipment	Alana Sinclair	ongoing	
Fire	Anyone in office	Posters are displayed in the Outspoken Bike Depot	Inducting new staff and volunteers into fire safety procedures	Alana Sinclair	ongoing	
Stress	Any worker or volunteer	Working with staff and trustees to keep workload within reasonable limits	Search out and implement relevant policies on workplace mental health	Alana Sinclair	3 months	
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	
Strain from lifting heavy objects	Anyone in the office	Bought more shelving to enable heavy objects to be stored below shoulder height. Bought a trolley to push rather than lift heavy objects	Surveillance & reminding of safe lifting procedures	Alana Sinclair	ongoing	

First Risk assessment by Tom Bragg & Alana Sinclair, 25/09/19

**Assessment review date:** 25/03/20 (or earlier if working habits or conditions change)