

CCF Health & Safety Policy & Risk Assessment



This page is the statement of general policy and arrangements for:

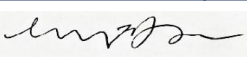
CAMBRIDGE CARBON FOOTPRINT

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

Nicole Dang, Trustee

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

Alana Sinclair, Manager

STATEMENT OF GENERAL POLICY	RESPONSIBLE PERSON:	ACTION / ARRANGEMENTS	
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.	Nicole Dang	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 Health and Safety aware and competent to do their work.	Nicole Dang	To set Objectives for Relevant 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: www.communities.gov.uk/firesafety .	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.	
<u>Health and safety law poster</u> is displayed,	Alana Sinclair	<u>Leaflets</u> will also be provided as part of health and safety induction to each employee and office based volunteer	
<u>First-aid box and accident book</u> are located in the Office: www.hse.gov.uk/riddor Tel: 0845 300 9923	Alana Sinclair	Write up Accidents in the book, as required by <u>RIDDOR</u> .	
Signed: (Employer)		Date:	10/06/2024
Subject to review, monitoring and revision by:	Nicole Dang / Alana Sinclair	Every :	6 months or sooner if work activity changes

Other related CCF Documents: **Safe Lone Working, Covid Procedure and Wellbeing Policy** (currently in draft)
 For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@conaught.plc.uk.

CCF Risk Assessment

June 2024 by Nicole Dang and Alana Sinclair

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.	Ongoing vigilance and removal of trip hazards.	All staff	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 Share HSE Good Posture Advice	Encourage regular breaks from computer use. Buy equipment to raise monitors, new chairs etc. Advise staff on good practice when home-working	Alana Sinclair	Ongoing	
Eye strain	Staff and office volunteers may strain their eyes due to poor displays and/or bright light	Ensuring displays are kept at an appropriate height and adaptive to light environment	Install blinds on windows to reduce glare	Alana Sinclair	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	Fire exit signs and 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. Inducting staff and volunteers in the wellbeing policy.	Regular staff supervision and appraisals and feedback sessions with volunteers. Add review of wellbeing to annual appraisals. Review regularly at staff meetings and 1-2-1s.	Alana Sinclair, Libby Peachey	Ongoing	
Poor induction of new staff or volunteers	Any worker or volunteer	Induct new staff and office-based volunteers in workplace health and safety risks and how to mitigate them	Create an Induction procedure to cover all relevant points and ensure staff and volunteers have been briefed	Alana Sinclair	Ongoing	
Strain from lifting heavy objects	Anyone in the office or elsewhere lifting / carrying heavy or awkward objects	Watching for lifting and carrying problems and advising on good practice . New downstairs storage.	Circulate manual handling guidance. Ensure only staff physically fit for heavy lifting take on these tasks.	Alana Sinclair	Ongoing	
Infectious Illness, including Covid	Anyone in range	Covid Procedure and reviews. Check on NHS and Govt Advice	As needed: home working, postpone/cancel in-person events, anti-infection measures	Management Team	As needed	
Off-site In-person Event Hazards	Staff, Volunteers or general public at the event	Risk assessment and briefings, especially for Repair Cafés, as already thoroughly done	Ask all in-person CCF event organisers, with guidance, to do a risk assessment and to create and appropriately share a safety briefing	All CCF event organisers	As needed	

Assessment review date: 10/12/2024 or earlier if working habits or conditions change