

CCF Health & Safety Policy



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

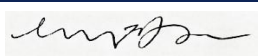
CAMBRIDGE CARBON FOOTPRINT

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:

Siobhan Mellon, General 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 General 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.	Siobhan Mellon	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 .	Siobhan Mellon	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.	Siobhan Mellon	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,	Siobhan Mellon	<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	Siobhan Mellon	Write up Accidents in the book, as required by <u>RIDDOR</u> .		
Signed: (Employer)		Date:	10/12/2024	
Subject to review, monitoring and revision by:	Nicole Dang / Siobhan Mellon	Every:	6	months or sooner if work activity changes

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