



Health and Safety Policy (based on a Template from the Health And Safety Executive)

This is the statement of general policy and arrangements for:

Cottenham Community Centre

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

Sue Gymer – Trustee

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

Jane Hackshaw – Community Centre 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.	Sue Gymer	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees and volunteers are competent to do their work.	Jane Hackshaw	Staff and volunteers given necessary health and safety induction and provided with appropriate training.
To engage and consult with employees and volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Sue Gymer Jane Hackshaw All trustees and volunteers	Staff and volunteers routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Sue Gymer	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at www.communities.gov.uk/firesafety .)
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Jane Hackshaw	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .)

Health and safety poster is displayed:	In the office			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	In the office with another first aid kit in each of the two kitchen areas			
Signed: (Employer)		Date:	18 Feb 2016	
Subject to review, monitoring and revision by:	The trustees	On or before	Dec 2018	or sooner if work activity changes