

# Health & Safety Policy Brixham Future CIC

## Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Brixham Future CIC .

Our statement of general policy is:

- to provide adequate control of the H & S risks arising from our work activities
- to consult with our employees on matters affecting their H & S
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees;
- to ensure all volunteers & employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

## Responsibilities

Overall and final responsibility for health and safety is that of the Directors of Brixham Future CIC . Day-to-day responsibility for ensuring this policy is put into practice is delegated to person leading work streams.

To ensure health and safety standards are maintained /improved, the following people have responsibility in the following areas

Chair –Board & working parties

Administrator –All offices, equipment and services.

All volunteers & employees have to:

- co-operate with supervisors on H& S matters;
- not interfere with anything provided to safeguard their H & S;
- take reasonable care of their own H & S ; and
- Report all H & S concerns to an appropriate person (as detailed in this policy statement).

## **Health and safety risks arising from our work activities**

Risk assessments will be undertaken by work stream leader.

The findings of the risk assessments will be reported to Co-ordinator and action required to remove/control risks will be approved by Director /Chair or delegated.

Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

## **Consultation with volunteers & employees**

Brixham Future CIC will consult with employees and volunteers on the following:

- any new measure which may substantially affect their Health & Safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy H& S laws
- the information we give to volunteers & employees on the risks to H & S arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organizing health and safety training and
- the H & S consequences for them of any new technology

The information provided to Volunteers & employees will be in a form that can be easily understood.

Brixham Future CIC will consult directly with employees and volunteers through team meetings and face-to-face discussions. Brixham Future CIC will allow enough time for Volunteers & employees to consider the issues and give informed responses. Volunteers & employees are encouraged to ask questions, raise concerns and make recommendations.

Brixham Future CIC will take volunteer & employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

## **Safe equipment**

The relevant Director /Co-ordinator will be responsible for identifying all equipment needing maintenance.

The relevant Director/ Co-ordinator will be responsible for ensuring effective maintenance procedures are drawn up.

Directors will be responsible for ensuring that all identified maintenance is implemented. Any problems found should be reported immediately.

The Co-ordinator will check that new equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

The Co-ordinator will check that new substances can be used safely before they are purchased. Brixham Future CIC does not currently use or store any substances which need a COSHH assessment.

### **Information, instruction and supervision**

The Health and Safety Law poster is displayed in all areas .Leaflets are issued by the administration. Health and safety advice is available from the Co-ordinator. Supervision of young workers/trainees will be arranged and monitored by the Co-ordinator or relevant senior person .

The Co-ordinator and Director are responsible for ensuring that our volunteers or employees working at locations under the control of other employers are given relevant health and safety information.

### **Competency for tasks and training**

Induction training will be provided for all employees by the Co-Ordinator.

Job specific training is not required for any jobs within Brixham Future CIC.

Training records are kept at/by Administrator. Training will be identified, arranged and monitored by Administrator.

### **Accidents, first aid and work-related ill health**

Health surveillance is not required in relation to any jobs at Brixham Future CIC .The first aid box is kept the Main Office. The appointed person(s)/first aider(s) are Administrator.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Administrator in Main Office

The Administrator is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will:

Carry out inspections, spot checks and investigate any accidents or sickness absences that occur.

Our Director is responsible for investigating accidents or work-related causes of sickness absences.

Our Director is responsible for acting on investigation findings to prevent a recurrence.

### **Emergency procedures – fire and evacuation**

The Administrator is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes and alarms are checked by Administrator every day.

Fire extinguishers are maintained and checked by Chubb Fire every year.

Emergency evacuation drills are the responsibility of Administrator and will be tested every week.

### **Fire Drill Procedure**

A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the Fire Extinguishers.

The Director's will support the Administrator with all tasks due to the legal obligation of the organization and with day to day running.