

Health and safety policy

This is the statement of general policy and arrangements for:

Sneinton Alchemy CIC

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

The board of directors

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

Tom Hughes- Director

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	Tom Hughes (Director)	Risk assessments completed and actions arising from these are to be implemented. Risk assessments are reviewed annually or whenever working practices or conditions change significantly.
To provide adequate training to ensure employees are competent to do their work	Tom Hughes (Director)	Staff and volunteers are to be inducted through appropriate training and provision of information packs containing Sneinton Alchemy policies. We will ensure that appropriate arrangements are in place to cover staff and employees working in public places and lone workers who may enter private homes during the course of their work.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Tom Hughes (Director) All directors and staff	Staff and volunteers will be routinely consulted on health and safety issues as they arise and formally consulted at times of policy and risk assessment review.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Tom Hughes (Director) All staff	Fire safety procedures in buildings where staff and volunteers are working temporarily are to be reviewed before work commences and visitors to events to be informed of procedures to be followed in the event of an emergency. In shared office accommodation liaison will be carried out with the responsible person to coordinate.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Tom Hughes (Director)	In shared office accommodation facilities will be inspected regularly and any concerns raised with the building management. Safe use of equipment or materials will be reviewed if and when this becomes relevant.

Health and safety law poster is displayed:	In office at shared office space, on staff intranet.		
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) (see note 2 below)	At shared office space building Online reporting to RIDDOR: http://www.hse.gov.uk/riddor/report.htm		
Signed: (Employer)	Tom Hughes (Director)	Date:	Jan 2013

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: Sneinton Alchemy Community Interest Company

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> - general good housekeeping - no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, office cleaned each evening 	Better housekeeping is needed in communal areas eg cleaning, moving of boxes on floors	All staff, TRACs management committee	01/01/2014	
Sharps (e.g. needles)	Staff or volunteers particularly in private homes. Potential for transfer of diseases, cuts or infection.	<ul style="list-style-type: none"> - Be observant - Notice tell-tale signs eg of drug/needle use - Don't enter property if concerned - Get out of property/location if encountered 	Ensure new volunteers are reminded of the risk and know what to look for. Review any incidents.	All staff	Routinely	
Abusive behaviour	Staff or volunteers at events or working in public places. Potential for verbal harassment or sexual assault.	<ul style="list-style-type: none"> - Challenge inappropriate behavior - Leave the scene - Report to Alchemy H&S officer - Track ongoing problems - No lone working with abusive individuals/groups 	Training session for staff and volunteers on avoiding and resolving conflict	Community Organiser team	01/03/2013	
Lone working	Staff or volunteers particularly when visiting private homes. Potential for waylaying/kidnap/assault	<ul style="list-style-type: none"> - Speed dial colleagues on phones - Call police if concerned - Work in pairs or team of 3 - Text team if entering property w/o appointment - Use Google calendar for appointments in homes - Let person visited know about the team being around before entering property - Don't go in to property if unsure- stay on doorstep 	Ensure new volunteers are reminded of the risk and know what to look for. Review any incidents.	All staff	Routinely	
Mugging/theft	Staff or volunteers esp. at events and in public places	<ul style="list-style-type: none"> - Leave valuables in office - Carry appropriate bags (ordinary looking) - Report any incident to police 				
Dog attack	Staff or volunteers particularly when visiting private homes. Potential for injury and distress.	<ul style="list-style-type: none"> - Use 'allergy excuse' to not enter properties - Check with owner that dog is safe, ask for it to be restrained/removed - Don't go in to property/location if concerned 				
Allergies	Staff or volunteers particularly when visiting private homes. Potential for allergic reactions.	<ul style="list-style-type: none"> - Tell occupant of property about the allergy - Wash hands after eg handling pets - Tell team/host about any serious allergies and treatment 	Register serious allergies on staff intranet	Tom Hughes	01/5/2013	