



## HEALTH AND SAFETY POLICY STATEMENT

### Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of **Community Furniture Aid**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for volunteers/ 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 (Trustees/Manager) of

#### **Community Furniture Aid**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Duty manager.

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

CEO/Manager

All volunteers/employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- Report all health and safety 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 Duty Manager.

The findings of the risk assessments will be reported to Chair/Trustee.

Action required to remove/control risks will be approved by Manager.

The Manager will be responsible for ensuring the action required is implemented.

Chair/Trustee will check that the implemented actions have removed/reduced the risks.

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

### Consultation with employees

**Community Furniture Aid** will consult with Volunteers and employees on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to volunteers/employees on the risks to health and safety 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 health and safety consequences for them of any new technology we plan to introduce.

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

**Community Furniture Aid** will consult directly with volunteers/ employees through team meetings and face-to-face discussions.

**Community Furniture Aid** 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.

**Community Furniture Aid** will take volunteers/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 Manager will be responsible for identifying all equipment needing maintenance.

The Manager will be responsible for ensuring effective maintenance procedures are drawn up.

Chair/Trustee will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Manager immediately.

Manager will check that new equipment meets health and safety standards before it is purchased.

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

The Manager will check that new substances can be used safely before they are purchased. **Community Furniture Aid** 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 Main Office.

Health and safety advice is available from the Manager.

Supervision of young workers/trainees will be arranged/undertaken/monitored by the Manager.

The manager and Chair/Trustee is responsible for ensuring that our 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 volunteers/ employees by the Manager

Job specific training is not required for any jobs within **Community Furniture Aid**.

Training records are kept at/by Manager

Training will be identified, arranged and monitored by manager.

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

Health surveillance is not required in relation to any jobs at **Community Furniture Aid**

The first aid box(es) is/are kept in Main Office

The appointed person(s)/first aider(s) is CEO/Manager

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

The manager 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 and spot checks

Investigate any accidents or sickness absences that occur.

Manager is responsible for investigating accidents.

Manager and Chair/Trustee is responsible for investigating work-related causes of sickness absences.

Manager and Chair/Trustee is responsible for acting on investigation findings to prevent a recurrence.

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

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

Escape routes are checked by Duty manager every day.

Fire extinguishers are maintained and checked by every year.

Emergency evacuation drills are the responsibility of Manager and will be tested every Month.

#### Fire Drill Procedure

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

Board of Director's will be made available to support the Manager with all tasks due to the legal obligation of the organization and supporting Manager in post with day to day running of the centre.

Signed.....Date.....

Date of review.....