

Health and safety policy

This is the statement of general policy and arrangements for: Walford Community Support Scheme		
Walford Parish Council has overall and final responsibility for health and safety		
Sarah Hayes has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Sarah Hayes	Risk Assessment
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sarah Hayes	Induction of volunteers; accompany volunteers where necessary
Engage and consult with employees on day-to-day health and safety conditions	Sarah Hayes	As above
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities		Home working – fire escape procedure is the same as my domestic arrangements.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Sarah Hayes	Regular checks of home office & work equipment

Signed: * (Employer)	Monica van Lienden	Date:	4 September 2019
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	
Accident book is located:	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Walford Community Support Scheme

Date of risk assessment: 01 September 2019

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff, volunteers & service users may be injured if they trip over objects or slip on spillages.	Ensure general good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Service users to keep areas clear, eg items left in walkways or stairs	Coordinator to carry out home visit & offer assistance to ensure good housekeeping & minimize risk to volunteers & user	All staff / volunteers	Ongoing	
Shopping	Staff / volunteer / Service Users at risk of theft	Financial procedures for recording any money handed over; DBS Checks	Regular review of policies & procedure; DBS check reviews	All staff / volunteers	Ongoing	
	Purchases of medication & alcohol – possible harm to Service User if not used responsibly	Guidance & advice given to Staff / Volunteers Monitoring	Regular reviews	All staff / volunteers	Ongoing	
Light gardening	Volunteers at risk of injury if over strenuous activity	Volunteer to discuss limits with Coordinator	Regular reviews	All staff / volunteers	Ongoing	
Driving	Volunteers and staff involved in road traffic accidents	Car use guidelines	Regular reviews	All staff / volunteers	Ongoing	
Lone working	Volunteers and staff working alone	Lone working policy	Regular reviews	All staff / volunteers	Ongoing	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>