

## HEALTH & SAFETY REPORT

This policy will be reviewed if circumstances change and on a regular basis according to HAMA's review schedule

<b>This is the statement of general policy and arrangements for: HAMA Office</b>		
<b>Centre Manager John Pickersgill</b>		<b>Has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the centre	Centre Manager	Regular review of Health and Safety at site and reporting to trustees on annual basis. (Report to March 2022 Trustee's meeting)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Centre Manager	Advisers mostly working from home.
Engage and consult with staff on regular health and safety conditions	Centre Manager	Advisers mostly working from home.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Centre Manager in partnership with HCC administrator	Emergency procedures and evacuation routes etc. reviewed annually. Reviewed with Rebekah Bennett 03/03/22. First aid, Fire extinguishers, call points and escape route as noted below.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Centre Manager in partnership with HCC administrator	Centre Manager meets regularly with HCC administrator.

Signed: * (Centre Manager)	Date: March 2022	To be reviewed annually
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Health and safety law poster is displayed	On HCC Admin Corridor wall noticeboard.
First-aid box	One on table in copier room and another in kitchen downstairs.
COSHH	Notice on kitchen cupboard door.
Escape route	Exit through Room A. Ladder operation tested monthly by HCC team.
Fire extinguishers	Admin corridor (water and CO2 x2), Printer room (CO2), bottom of stairs (water and CO2), kitchen (water, CO2 and fire blanket), front door (water). Serviced annually. Last done July 2021
Fire alarm call points	Beside fire exit in Room A, at the top of the stairs, by the back door, by the front door. Serviced annually. Last done Feb 2022.
PAT testing	Last carried out November 2020, due Nov 2021. Rebekah is chasing them for a date.