

HEALTH & SAFETY POLICY

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

| This is the statement of general policy and arrangements for: HAMA office | | |
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| Centre Manager Rob Alliot (RA) | | 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 centre | Centre Manager | Regular review of Health and Safety at site and reporting to trustees on annual basis |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Centre Manager | Regular meetings of advisers |
| Engage and consult with staff on regular health and safety conditions | Centre Manager | Regular meetings with advisers |
| 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 | Centre Manager in partnership with HCC administrator | Emergency procedures and evacuation routes etc reviewed annually |
| 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 |

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| Signed: * (centre manager) | Date: October 2018 |
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| Health and safety law poster is displayed at (location) | On HAMA office wall |
| First-aid box is located | In HCC kitchen downstairs and print room upstairs |