**HEALTH AND SAFETY POLICY**

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| **This is the statement of general policy and arrangements for:** | | **BO’NESS NETWORKING GROUP (BO’NET)** | |
| **Maria Ford** | | **has overall and final responsibility for health and safety** | |
| **Maria Ford** | | **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 | Maria Ford | | Relevant risk assessments completed and actions arising out of those assessments implemented. |
| Provide clear instructions and information, and adequate training, to ensure employees Volunteers are competent to do their work | Maria Ford | | Volunteers and sub-contractors given necessary health and safety induction, provided with training and given any personal protective equipment as and when required. |
| Engage and consult with employee’s volunteers on day-to-day health and safety conditions | Maria Ford | | Volunteers routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety review meetings or sooner if required. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: [www.gov.uk/workplace-fire-safety-your-responsibilities](http://www.gov.uk/workplace-fire-safety-your-responsibilities) | Maria Ford | | Volunteers advised on fire plan and escape routes, and that they are kept clear at all times. Evacuation plans are reviewed regularly and updated when necessary. |
| Maintain safe and healthy working conditions, equipment, and ensure safe storage/use of substances | Maria Ford | | Process in place to ensure equipment and working areas are safe and ensure action is taken is any issues arise. |

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| D:\Pictures\mariafordsignature.tifSigned: | Maria A G Ford | Date: | 21-08-2021 |

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| Health and safety law poster is displayed at (location): | *Premises being secured* |
| First-aid box is located: | On Maria Ford or designated First Aider at all times of meeting |
| Accident book is located: | Stored in First Aid Box |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations): [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

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**HEALTH AND SAFETY RISK ASSESSMENT (TAKEN FROM THE HEALTH AND SAFETY EXECUTIVE’S TEMPLATE)**

Company name: **Bo’ness Networking Group** Date of risk assessment:

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| **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 and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.  All areas well lit, including stairs.  No trailing leads or cables.  Staff keep work areas clear, eg no boxes  left in walkways, deliveries stored immediately. | Better housekeeping in kitchen needed, eg on spills. | All staff, supervisor to monitor | From now on |  |
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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 go to [www.hse.gov.uk](http://www.hse.gov.uk).

For further information and to view our example risk assessments go to [www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies).

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