



The CIP Project CIC

Health & Safety Policy and Risk Assessment 2023

Responsibilities

1: Overall and final responsibility for health and safety is that of: The Directors

2: Day-to-day responsibility for ensuring this policy is put into practice is delegated to: The Directors

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

Name	Responsibility
Michael Wright	All
Sarah Vaughan Griffiths	All

4: All employees have to:

- co-operate with directors 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;
- 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 The Operation Directors as appropriate
- The findings of the risk assessments will be reported to The Operation Directors
- Action required to remove/control risks will be approved by The Operation Directors
- The Operation Directors are responsible for ensuring the action required is implemented.
- The Operation Directors will check that the implemented actions have removed/reduced risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with Employees

- Employee representative(s) are:

All staff at present

- Consultation with employees is provided by Directors

Safe plant and equipment

- The Operation Directors will be responsible for identifying all equipment/plant needing maintenance.
- The Operation Directors will be responsible for ensuring effective maintenance procedures are drawn up.
- The Operation Directors will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to The Operation Directors
- The Operation Directors will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

Not applicable at present – when appropriate:

The Operation Directors will be responsible for identifying all substances which need a COSHH assessment.

The Operation Directors will be responsible for undertaking COSHH assessments.

The Operation Directors will be responsible for ensuring that all actions identified in the assessments are implemented.

The Operation Directors will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Operation Directors will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every month by The Operation Directors or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the kitchen
- Health and safety advice is available from The Operation Directors
- Supervision of young workers/trainees will be arranged/undertaken/monitored by The Operation Directors
- The Operation Directors 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 employees by The Operation Directors
- Job specific training will be provided by The Operation Directors and St Johns Ambulance
- Specific jobs requiring special training are:

Manual Handling

First Aid

- Training records are kept by The Operation Directors
- Training will be identified, arranged and monitored by The Operation Directors

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs:
N/A at present
- Health surveillance will be arranged by NA
- Health surveillance records will be kept by NA
- The first aid box(es) are kept at the Kitchen on site
- The appointed persons/first aiders are:
Sarah Vaughan-Griffiths and Warren Cowan
- All accidents and cases of work-related ill health are to be recorded in the accident book.
The accident book is kept in offices
- The Operation Directors 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, all staff will monitor on a continuous basis and report findings where necessary.
- The Operation Directors are responsible for investigating accidents.
- The Operation Directors are responsible for investigating work-related causes of sickness absences.
- The Operation Directors are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- The Operation Directors are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by The Operation Directors
- Fire extinguishers are maintained and checked by The Operation Directors
- Alarms are tested by The Operation Directors
- Emergency evacuation will be tested annually

Risk assessment

Risk assessment for

Assessment undertaken by

Signed

Date

Assessment review

Date

Potential Risks (Indicate high-medium-low):

- Electrical appliances (low)
- Slips & Trips (low)
- Lone working (low)
- Manual handling (high)
- Long hours (medium)
- Long drives (medium)

People who are at risk from the potential risks listed:

All staff

Existing controls or where the information may be found:

- Electrical appliances (low):

Portable appliance testing by qualified electrician annually

- Slips & Trips (low):

Awareness raised, office walk around, trip hazards clearly marked.

- Lone working (low):

Lone working minimized. Mobile phone issued when lone working.

- Manual handling (high):

Manual handling training and training literature provided.

- Long hours (medium):

Adequate food and rest breaks during long working hours.

- Long drives (medium):

Adequate breaks every two hours, driver must rest if showing any signs of fatigue.

Maximum eight hours driving in a twelve hour period.

Risks which are not adequately controlled and the action needed:

- None