Health and safety policy

This is the statement of general policy and arrangements for:	**Daniel's Den**
Joanna Gordon	**has overall and final responsibility for health and safety**
All staff and volunteers	**have 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	Joanna Gordon	We have a generic risk assessment for each venue
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Joanna Gordon	We have a volunteer training programme for all new volunteers, a Volunteer's Handbook and regular refresher sessions
Engage and consult with employees and volunteers on day-to-day health and safety conditions	Joanna Gordon	We have half termly management meetings where all issues from session reports and anything raised by the volunteers are discussed and the risk assessments updated accordingly.
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	Joanna Gordon	For the office: in event of an emergency, staff and volunteers to leave the building and there are 2 meeting points. One in front of the hut at the back of the car park and the other is in the church garden. For each venue follow the instructions provided by the host venue.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Joanna Gordon	All electrical equipment is PAT tested and risk assessments carried out for each venue.

Signed: * (Employer)	Joanna Gordon	Date:	Oct 2022

Health and safety law poster is displayed at (location)	The office
First-aid box is located:	For the office: in the hall kitchen For each venue: we either have our own or use the host venue's.
Accident book is located:	Accident forms are available and when completed, are stored in a file in a locked cupboard

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