



NoOffence!

Health and Safety Policy

Company Name: NoOffence! CIC

Address: 19 The Square
Retford
Nottinghamshire
DN22 6DH

General Policy Statement

Our policy is to provide and maintain working conditions, equipment and systems of work, which are safe and healthy for all our employees, and to provide information, training and supervision sufficient to maintain safety. We also accept our responsibility for health and safety of persons other than employees who may be affected by our activities.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.

Our policy will be revised in the light of changes in circumstances of our business or amendments in the law. The effectiveness of this policy will be periodically reviewed and updated.

Signe

(Sue Clifford, Chief Executive)

Date: 5th January 2015



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1. Organisation

- 1.1. Overall and final responsibility for health and safety in the organisation is that of Sue Clifford (Chief Executive).
- 1.2. Day-to-day responsibility for ensuring implementation of this policy is that of Sue Clifford (Chief Executive).
- 1.3. All employees have to:
 - 1.3.1.1. Co-operate with supervisors and managers on health and safety matters
 - 1.3.1.2. Not interfere with anything provided in the interest of health and safety
 - 1.3.1.3. To take care of their own health and safety and that other persons who could be affected by their actions
 - 1.3.1.4. Report all health and safety concerns to an appropriate person
 - 1.3.1.5. Not enter restricted areas or use equipment for which suitable and adequate training has not been received
- 1.4. The responsibility for consulting with employees on matters of health and safety is with Sue Clifford (Chief Executive).
- 1.5. The staff/union representative is Sue Clifford (Chief Executive).

2. Arrangements

- 2.1. Health and Safety advice is available from <http://www.hse.gov.uk/>
- 2.2. Supervision of young workers/trainees will be arranged/undertaken/monitored by Sue Clifford (Chief Executive).
- 2.3. When working at locations that are under the control of others, health and safety information will be provided by that specific partner organisation.

Competency for Tasks and Training

- 2.4. Richard Rowley (Operations Director) will provide all Induction training for employees and volunteers.
- 2.5. Training records are kept at 19 The Square, Retford, Nottinghamshire, DN22 6DH.
- 2.6. Training will be identified, arranged and monitored by Sue Clifford (Chief Executive).



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3. Accidents, First-Aid and Work-Related Ill Health

- 3.1. The appointed first-aider is Sue Clifford (Chief Executive).
- 3.2. All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by Sue Clifford (Chief Executive) at 5 Waterfields, Retford, DN22 6RE.
- 3.3. The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority/ Incident Contact Centre is Sue Clifford (Chief Executive).
- 3.4. All accidents will be investigated by Sue Clifford (Chief Executive).
- 3.5. All cases of work related sickness absence will be investigated by Sue Clifford (Chief Executive).

4. Control of Substances Hazardous to Health (COSHH)

- 4.1. All substances requiring a COSHH assessment will be identified by Sue Clifford (Chief Executive).
- 4.2. COSHH assessments will be carried out, monitored and reviewed by Sue Clifford (Chief Executive).
- 4.3. All actions identified as necessary in the assessments will be implemented and monitored by Sue Clifford (Chief Executive).
- 4.4. All employees will be informed and trained about relevant use of hazardous substances by Sue Clifford (Chief Executive).
- 4.5. Where necessary Health surveillance will be arranged by Sue Clifford (Chief Executive).
- 4.6. Health surveillance records will be kept by Sue Clifford (Chief Executive) at 5 Waterfields, Retford, DN22 6RE.

5. Risk Assessments

- 5.1. Risk assessments for existing and new activities will be undertaken by Richard Rowley (Operations Director).
- 5.2. The findings of the risk assessments will be reported to Sue Clifford (Chief Executive).
- 5.3. Responsibility for ensuring the action required in the risk assessments is implemented lies with Sue Clifford (Chief Executive).
- 5.4. Assessments will be monitored and periodically reviewed by Sue Clifford (Chief Executive).



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6. Consultation

- 6.1. Regular health and safety meetings to be arranged by employer's representative and/ or staff/ union representative
- 6.2. Records of meetings to be kept by Sue Clifford (Chief Executive).

7. Emergency Procedures - Fire and Evaluation

- 7.1. Information and training in emergency procedures, fire and evacuation to be provided by Sue Clifford (Chief Executive).
- 7.2. Records of training to be kept by Sue Clifford (Chief Executive).
- 7.3. Escape routes are checked by Sue Clifford (Chief Executive).
- 7.4. Fire extinguishers are maintained and checked by Sue Clifford (Chief Executive) once every month.
- 7.5. Alarms are tested by Sue Clifford (Chief Executive) once every week.
- 7.6. Emergency evacuation will be periodically tested, monitored and reviewed by Sue Clifford (Chief Executive).

8. Review

- 8.1. The policy will be reviewed in January 2016 by the Chief Executive. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

Approved by: Chief Executive, 5th January 2015

Review date: January 2016