



Drewsteignton Community Society Ltd

Health & Safety Policy

1) Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

Signed:

Drewsteignton Community Society Limited

7 June 2023

2) Responsibilities

Overall and final responsibility for health and safety is that of **the Society Management Team**
Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Landlord**
To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Name/Responsibility. **To be completed once the organisation starts to 'trade'**

All employees must:

- Co-operate with supervisors and managers 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)

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3) Health and safety risks arising from our work activities

An initial risk assessment will be undertaken by the Steering Group or a delegated qualified person prior to trading. Risks identified will be listed in an appendix.

Risk assessments will be undertaken by Xxxxx

- The findings of the risk assessments will be reported to Xxxxx
- Action required to remove/control risks will be approved by Xxxx
- -Xxxx will be responsible for ensuring the action required is implemented
- Xxxx will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed annually OR when the work activity changes, whichever is the soonest

4) Information, instruction and supervision

Details of where H&S Information may be found will be detailed here prior to 'trading'

The Health and Safety Law poster is displayed at/leaflets are issued by Xxxxxx

Health and safety advice is available from Xxxxxx

Supervision of young workers/trainees will be arranged/undertaken/monitored by Xxxxxx

Xxxxxx is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

5) Competency for tasks and training

Induction training will be provided for all employees by Xxxxxx

Job specific training will be provided by Xxxxxx

Specific jobs requiring special training are Xxxxxx

Training records are kept at/by Xxxxxx

Training will be identified, arranged and monitored by Xxxxxx

6) Monitoring

Monitoring of H&S issues will be adopted and recorded here prior to the start of trading

Appendix 1: Risk Assessment

A full risk assessment will be attached as an appendix.