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| Health & Safety Policy057915ed-314b-41c0-8625-84597ba7800e.jpg  Reg Charity Number 1167146 |
| This policy and guidance will be reviewed annually or if there are any changes in the related legislation or when an incident dictates.  This will ensure that this document is current and fit for purpose. |
| This Policy was approved by the  Management Team and Senior Team Members |
| 1st May 2016 |

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###### **Health & Safety**

**1.** **General statement**

It is our policy to ensure, as far as is reasonably practicable, the safety of all volunteers and any other persons who may be directly affected by the activities of Coffee4Craig.

Coffee4Craig will:

· Aim to achieve compliance with legal requirements through good occupational health and safety performance;

· Provide adequate resources and equipment to implement this policy;

· Establish and maintain a safe and healthy working environment for all volunteers;

· Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled;

· Develop and implement appropriate occupational health and safety procedures, and safe working practices for each activity;

· Include the management of health and safety as a specific responsibility of all volunteers;

· Ensure this policy is understood and implemented throughout the organisation;

· Involve employees/volunteers in health and safety decisions through consultation and co-operation;

· Maintain workplaces under our control in a condition that is safe and without risk to health and safety;

· Regularly review compliance with the policy;

· Provide sufficient information, instruction and supervision to enable all employees/volunteers to avoid hazards and contribute to their own health and safety while carrying out activities;

· Ensure that employees/volunteers receive appropriate training where necessary, and are competent to carry out their designated responsibilities.

**2.** **Organisation**

**2.1.** **Co-Founder/CEO Overall**

Risha Joan Sylvia Lancaster

Fiona Grace Lancaster

**2.2.** **Operational Coordinator, Wales Branch**

Sian Bethan Williams

**2.3.** **Senior Team Members, Manchester**

Sam Etchells SK Team Leader

Gary Etchells SK Team Leader

Marie Wood SK Team Leader

Corilie Tomlinson SK Team Leader

James Edmunds SK Team Leader

Sherilyn Edmunds SK Team Leader

Nicola Moore Fundraising Manager

Rachel Metcalfe Events Manager

Samantha Quincey Administrative Manager

Jean Daly Finance Manager

**2.4.** **Senior Team Members, Cardiff**

Julie Jones

**3.** **Responsibilities for health and safety**

3.1. Overall responsibility for implementing Health and Safety while a volunteer is carrying out regular activities and for which a current and complete risk assessment has been done for that activity.

3.2. While volunteering for Coffee4Craig each volunteer is responsible for their own health and safety and is responsible for the wellbeing of the clients/guests and other volunteers around them.

**4.** **Review**

This policy will be reviewed every 12 months or as needed if before such date.

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| Name | Signed | Date |
| Mr Hendrix Lancaster,  Director | HendrixPreSign.jpg | 1st May 2016 |