

Health and Safety Policy – Norfolk Clubhouse

June Webb/Founder	Has overall and final responsibility for health and safety.	
(name of Employer/Senior Manager)		
June Webb (Member of Staff)	Has day to day responsibility for ensuring this policy is put in to practice.	
Statement of general policy	Responsibility of Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	June Webb	<p>Conduct risk assessments in relation to lone working, hazards such as substances, trips, electrical equipment where appropriate.</p> <p>Training in first aid for relevant persons.</p> <p>Induction for new Members/Trustees/Workers in health and safety.</p> <p>Provide statutory first aid kit and reporting of incidents/accidents.</p> <p>Insurance cover for all persons including Members/Volunteers/Trustees and Workers.</p> <p>Ensure all equipment is in working order and conform to relevant standards.</p> <p>Ensure all Members/Volunteers and workers are trained in using equipment.</p> <p>Report any concerns to the building caretakers/managers.</p>
Provide clear instructions and information/training for all those engaging in activities at the Hubs.	June Webb	
Engage and consult with those engaging in activities at the	June Webb	Conduct assessments of the working environment ensuring areas are clean and free from potential hazards.

Hubs.		Ensure all concerned report any concerns and take appropriate action to prevent or rectify any potential or actual health and safety issues.
		Review any changes to the environment and put in place measures to mitigate any hazards to health and safety.
Implement emergency procedures such as evacuation in case of fire or other significant incident. https://www.gov.uk/workplace-fire-safety-your-responsibilities .	June Webb	Induct new Members and provide refreshers to existing Members.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage and use of substances.	June Webb	Induction and reminders to all concerned. PAT testing annually of electrical items in use. Training in use of machinery.
Health & Safety poster is displayed (location)		To be set up – don't have a permanent venue for our work.
First aid box located		15 The Nest, NR1 1GH. First aid boxes located in rooms we rent in Community Centres, Thorpe Hamlet and Watton.
Accident Book located		As above.
Accidents and ill health at work under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) https://www.hse.gov.uk/riddor		
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