



Health & Safety

Appendix A

Responsibilities &

Arrangements



This is the statement of general policy and arrangements for EVERGREEN CARE BEXLEY.

**Overall and final responsibility for health and safety is that of CHAIR.
Day to day responsibility for ensuring this policy is put into practice is delegated to: CHIEF EXECUTIVE.**

STATEMENT OF GENERAL POLICY

To prevent accidents and cases of work related ill health and provide adequate control of health and safety risks arising from work/volunteer activities.

To provide adequate training to ensure employees and volunteers are competent to do their work.

To engage and consult with employees/volunteers on day to day health and safety conditions and provide advice and supervision on occupational health.

To implement emergency procedures-evacuation in case of fire or other significant incident.

ACTION/ARRANGEMENTS

Relevant risk assessments completed and actions arising out of those assessments implemented (Risk assessments reviewed every year or earlier if working habits or conditions change.

(Responsibility of Head of Department)

Staff or volunteers given necessary health and safety induction and provided with appropriate training (including fire awareness, food hygiene, manual handling and safeguarding) and personal protective equipment. We will ensure suitable arrangements are in place to cover employees engaged in work remote from the main site.

(Responsibility of Training Lead)

All staff and volunteers routinely consulted on health and safety matters as they arise but also formally consulted during supervision sessions and staff meetings. (Sooner if required).

(Responsibility of Head of Department)

Escape routes well signed and kept clear at all times. Evacuation plans, emergency equipment, eg Extinguishers,

(Annual Service required) lights, sirens are tested 6 monthly and updated as necessary. There will be a fire alarm test once a month.

(Responsibility of Office Co-ordinator)

STATEMENT OF GENERAL POLICY

To maintain health and safety working conditions. Provide and maintain plant, equipment and machinery and ensure safe storage/use of substances.

Health & Safety law poster is displayed

First aid box and accident book are located in an accessible place. Accidents and ill health at work reported under RIDDOR(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.)

DATE APPROVED: 27TH MARCH 2017
REVIEW DATE: MARCH 2018

ACTION/ARRANGEMENTS

Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of premises and equipment and for ensuring that action is promptly taken to address any defects. Staff/volunteers trained in safe handling/use of substances.

(Responsibility of CE, Office Co-ordinator, Head of Department)

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