



Company Number 09696924

The old school rooms

Bridge Street

Bideford

EX392BU

Email admin@intagr8.net

Website www.intagr8.net

Health and Safety Policy: September 2015

Individual staff members have a responsibility to ensure they are aware of their personal responsibility in relation to Health and Safety within the workplace. Staff must not attempt repairs of any kind unless they are qualified to do so and it has been approved by their Line Manager

Overall and final responsibility for health and safety is that of: IntaGR8 CIC Directors board
Nominated Contact with day-to-day responsibility for ensuring this policy is put into practice:
Service Manager: Rachel Raper

STATEMENT OF GENERAL POLICY RESPONSIBILITY OF: ARRANGEMENTS To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities Administration Manager Relevant regular risk assessments, for all offices/outreach events, completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or more frequently if working habits or conditions change.)

Heavy items stored/accessible at the appropriate height Staff are aware/trained on how to split heavy loads and make them easier to handle

Step ladder available for use if necessary but should ONLY be used if another staff member is on the premises in case of need.

Electrical items to be tested regularly

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

Relevant Line Managers Staff and volunteers will be given necessary health and safety induction and provided with appropriate training (including work station set up) They will be: properly instructed, trained, informed and supervised to carry out their duties to ensure their own health and safety and also the health and safety of other persons who may be affected by their actions; advised of their duty to take immediate preventative action, as they deem fit, in the case of (perceived or real) immediate risk of injury or death to a person affected by the organisation undertakings;

Health and Safety Policy Statement of General Policy and Arrangements

STATEMENT OF GENERAL POLICY RESPONSIBILITY OF: ARRANGEMENTS made aware of fire and other safety procedures; made aware of the location of the first-aid facilities and where applicable the names and locations of the appointed First Aid Officers; made aware of the requirement to



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record all accidents in the accident and incident book located on site and that the organisations reporting of accidents and incidents procedure must be followed; Ensure that the on-site nominated Health and Safety contact is informed as soon as possible of any accidents, so that they may be investigated promptly, the cause identified, and any preventative measures adopted to avoid a reoccurrence; informed of their duty to be adequately insured when providing transport to clients, volunteers and others; Only use electrical equipment that is new or tested.

We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company sites including community contacts/local agents, see also IntaGR8 CIC's Lone Working Policy/Risk Management Policy

Trips and special projects/activities will take into account additional and specific health and safety procedures

Project/Trip Managers Staff and volunteers will be briefed on health and safety procedures before each trip. The briefing will include general policy and arrangements as above where relevant (eg if the activity is in an IntaGR8 CIC location) plus the following; Project staff must ensure that all foreseeable risks and hazards are taken into account before the commencement of any trip or special project/activity. Staff ratios, staff competencies and the abilities of volunteers and clients must be evaluated; It must be ensured that all staff and volunteers have been provided with adequate equipment and clothing to undertake the project and adequate first-aid cover.

Health and Safety Policy Statement of General Policy and Arrangements

STATEMENT OF GENERAL POLICY RESPONSIBILITY OF: ARRANGEMENTS emergency procedures have been arranged before the project commences; It is the responsibility of project staff to check with the Administration Manager to ensure that adequate insurance is in place; If the special project or trip is organised or run by an external body, project staff must confirm with the external body, their qualifications and experience and relevant insurance cover. Staff name badges should be obscured when outside the Office unless visiting a client

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

Administration Manager Staff routinely consulted on health and safety matters as they arise but also formally consulted as agenda items at regular staff meetings

Staff are able to speak to a manager confidentially if they are feeling unwell or ill at ease about things at work at any time or at supervisions



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

Administration Manager Escape routes kept clear at all times. Evacuation plans reviewed annually updated as necessary. Carry out a fire risk assessment as appropriate.

Fire alarm points tested at least once a month

Full fire drill carried out annually

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

Administration Manager Toilets, washing facilities and drinking water provided.

Mops, brushes and protective gloves are provided. Cleaning materials are properly stored

System in place for routine PAT testing and ensuring that

Health and Safety Policy : Statement of General Policy and Arrangements

STATEMENT OF GENERAL POLICY RESPONSIBILITY OF: ARRANGEMENTS action is promptly taken to address any defects. Staff trained in use of equipment, where necessary Staff encouraged to report defective plugs/sockets & damaged cables/equipment Defective equipment taken out of use promptly and replaced Staff aware COSHH regulations Computers, laptops and similar equipment Each workstation reviewed annually to ensure they are suitable IntaGR8 pays for eye test for display screen equipment users every 2 years to a maximum of £10 IntaGR8 pays for basic spectacles specifically for VDU use, subject to a maximum contribution of £30

Health and safety law poster is displayed in centre

Administration Manager NL Project Manager

All staff using premises to know location of posters

First –aid box and accident book are located: In centre office

Accidents and ill health at work reported under RIDDOR:

Trained Certificated First Aid staff available in Centre

Administration Manager NL Project Manager

All staff to inform Administration Manager

Names displayed office



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Signed: IntaGR8 CIC Chair of Directors

Signed and noted in the minutes of Directors meeting

Date: Sept 7th 2015