

<p><b>This is the statement of General Health and Safety policy arrangements for The Gatehouse:</b>  <b>The Gatehouse is an Oxford-based charity providing food, shelter and company to Oxford's homeless and poorly housed population.</b>  <b>It is open to anyone who is 25 or over:</b>  <b>Mondays to Fridays from 5pm to 7pm and Sundays from 4pm to 6pm. Based at 10 Woodstock Road, Oxford OX2 6HT. The organization is largely volunteer led with approximately 10 staff members.</b></p>		
<p><b>Katrina Horne – Project Director</b></p>		<p><b>Has overall and final responsibility for health and safety</b></p>
<p><b>Fiona Hurman – Assistant Project Director</b></p>		<p><b>Has day-to-day responsibility for ensuring this policy is put into practice</b></p>
<p>Statement of general policy</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (What are you going to do?)</p>
<p>Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.</p>	<p><b>Project Director</b></p>	<p>This risk assessment to be signed of by the trustees of the organization and reviewed when working habits or conditions change.  First aid box and accident book (in the office) to be readily available.  A trained first aid-er on each session.  Follow RIDDOR Regulations when necessary (guidance found in the Policy folder in the office).  Annual Employers Liability Insurance to be organized annually by the charity Treasurer (displayed on the board in the office).  Health and Safety at Work poster (displayed on the kitchen board).  Avoid heavy manual handling and if necessary get assistance.  No use of ladders in any circumstances.</p>
<p>Provide clear instructions and information, and adequate training, to ensure employees and coordinators are competent to do their work.</p>	<p><b>Project Director/ Assistant Director</b></p>	<p>Staff and coordinators given necessary health and safety induction and provided with appropriate training (including first aid at work and food hygiene training).</p>
<p>Engage and consult with employees and volunteers on day-to-day health and safety conditions.</p>	<p><b>Assistant Project Director</b></p>	<p>Staff routinely consulted on health and safety matters as they arise but also any concerns should be raised with the Project Director/Assistant Project Director as soon as possible.</p>
<p>Implement emergency procedures – evacuation in case of fire or other significant incident.</p>	<p><b>All staff and volunteers</b></p>	<p>Escape routes well signed and kept clear at all times.  Fire Safety equipment tested annually by landlord.  Evacuation procedure highlighted in daily briefings.</p>

		Evacuation procedure implemented and emergency services to be notified.
Ensure safe storage/use of substances.	<b>All staff and co-ordinators</b>	Toilets, washing facilities and drinking water provided. All cleaning equipment kept in a lockable COSHH cupboard in the servery. Art equipment kept in locked cupboard in the meeting room.
The safe use of electrical equipment in the office and kitchen area.	<b>All staff and co-ordinators.</b>	Staff and volunteers to have on the job training of any kitchen equipment. Annual PAT testing of equipment by landlord. First aid box and accident book (in the office) to be readily available. A trained first aid-er on each session.
The safe use of gas equipment e.g. gas stove and heating.	<b>All staff and coordinators</b>	Staff and volunteers to have on the job training of any kitchen equipment. Annual Gas maintenance checks by landlord. First aid box and accident book (in the office) to be readily available. A trained first aid-er on each session.
Food Handling.	<b>Project Director/Assistant Project Director</b>	See Food Safety Handbook (External) for all external food groups. Kept in the Food Hygiene Folder in the office. See Food Safety Handbook (Internal) for all internal staff and volunteers. Kept in the Food Hygiene Folder in the office. Food Hygiene training for staff and coordinators.
Safe use of the building/garden area for Guests, staff, volunteers and visitors.	<b>Project Director/Assistant Project Director</b>  <b>All staff and coordinators</b>	To implement all of the above. To cancel a session if there is an apparent health and safety risk. Minimum staff and volunteer levels for each session to be met (9 people a session). No lone working by staff or volunteers in the building. There has to be 2 or more staff in the building for a Guest to be able to enter. No regulated activities to be delivered with Guests as staff and volunteers are not DBS checked. The Guest Code of Conduct to be adhered to. Take appropriate action if a person is a risk to themselves and/or others and use the homeless network risk sharing protocol and adhere to the Gatehouse Confidentiality policy (kept in the Policies folder in the office).

**Signature: Katrina Horne**  
**Position: Project Director**

**Trustee sign off Date: September 2015**