

The Gatehouse Health & Safety at Work Policy 2019

This is the statement of General Health and Safety policy arrangements for The Gatehouse:
The Gatehouse is an Oxford-based charity providing food, shelter and company to Oxford's homeless and poorly housed population.
It is open to anyone who is 25 or over:
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 14 staff members.

Board of Trustees - Has overall and final responsibility for health and safety

Project Director & Operations Manager - Has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Operations Manager & Project Director	This risk assessment to be signed off 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). 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.
Provide clear instructions and information, and adequate training, to ensure employees and coordinators are competent to do their work.	Operations Manager & Project Director	Staff and coordinators given necessary health and safety induction and provided with appropriate training (including first aid at work and food hygiene training).
Engage and consult with employees and volunteers on day-to-day health and safety conditions.	Operations Manager & Senior Project Workers	Staff routinely consulted on health and safety matters as they arise but also any concerns should be raised with the Building Manager and Operations Manager as soon as possible.
Implement emergency procedures – evacuation in case of fire or other significant incident.	All staff and volunteers	Escape routes well signed and kept clear at all times. Fire Safety equipment tested annually by landlord.

The Gatehouse Health & Safety at Work Policy 2019

		Evacuation procedure highlighted in daily briefings including PEEP. Evacuation procedure implemented and emergency services to be notified.
Ensure safe storage/use of substances.	All staff and co-ordinators	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.	All staff and co-ordinators.	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.	All staff and coordinators	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.	Operations Manager & Project Director	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.	Operations Manager & Project Director All staff and coordinators	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 one-to one 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 (outside of the regular sessions). No regulated/off site activities to be delivered with Guests by staff or volunteers (as staff only have Basic DBS checks). The Guest Code of Conduct to be adhered to. Take appropriate action if a person is a risk to themselves and/or others or a vulnerable adults safeguarding concern. Follow the Gatehouse Confidentiality, managing risk and safeguarding vulnerable adults policy (kept in the Policies folder in the office) or on www.oxfordgatehouse.org

Trustee sign off date: February 2019