

Health and safety policy

Signed: Trustee Board		Date:	May 2023
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This is the statement of general policy and arrangements for: The Gatehouse

The Gatehouse Trustees & Katrina Horne – CEO Has overall and final responsibility for health and safety

Zoe Wright- Operations Manager
Service Managers/Leads
Senior Project Workers & Project Workers Has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Operations Manager & CEO	This policy and risk assessment to be signed off by the trustees of the organisation and reviewed when working habits or conditions change. First aid box and accident book (in the office) to be readily available. A trained First Aider and Mental Health First Aider 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 are competent to do their work	Operations Manager & CEO	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 on day-to-day health and safety conditions	Operations Manager & CEO	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. All safety observations are also recorded in the accident book. A "safety observation" is when someone does something that breaches the policy, but there aren't any accidents/incidents. This can then track where more training might be needed for example.
Implement emergency procedures – evacuation in case of fire or other significant incident.	All staff & volunteers	Escape routes well signed and kept clear at all times. Fire Safety equipment tested annually by landlord. Evacuation procedure highlighted in daily briefings including PEEP. Evacuation procedure implemented and emergency services to be notified.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	All staff & Coordinators	Toilets, washing facilities and drinking water provided. All cleaning equipment kept in a lockable COSHH cupboard in the servery. Secure sharp bins kept in the office.

Health and safety law poster is displayed at (location)	Kitchen wall
First-aid box is located:	Office (left hand side)
Accident book is located:	Hung up in the office (right hand wall)

Katrina Horne – Gatehouse CEO
31st May 2023