



# HEENE COMMUNITY ASSOCIATION

## POLICY STATEMENT

### PART 1

This is the Health & Safety Policy Statement for Heene Community Association

#### **Our Health & Safety Policy is to:**

- Prevent accidents and cases of work-related ill health
- Manage Health & Safety risks in our workplace
- Provide clear instructions and information plus adequate training, to ensure all employees are competent to do their work
- Provide personal protective clothing when cleaning
- Consult with employees on matters affecting their health & Safety
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Ensure staff are fully aware of the emergency procedures, including the evacuation in case of fire or other significant incident
- Review and revise this policy regularly

### PART 2

#### **1. Overall and final responsibility for Health & Safety in the Centre**

Joanna Barden

#### **2. To ensure Health & Safety are maintained/improved in the Centre**

Joanna Barden



## PART 3 - CafeOne22

1. **Day to day Responsibility for ensuring this policy is put in practice regarding Café one22**  
Kathy Chapman
2. **Overall and Final Responsibility for Health & Safety for Café one22**  
Joanna Barden
3. **To ensure Health & Safety in Café one22 are maintained/improved, the following people have responsibility in the following areas:**
  - **Safety, Risk Assessments, Consulting employees, Accidents, First Aid and Work-related Health**  
Joanna Barden & Kathy Chapman
  - **Monitoring, Accident and Ill Health Investigation, Emergency Procedures, Fire and Evacuation** Joanna Barden & Kathy Chapman
  - **Maintaining Equipment, Information, Instruction and Supervision, Training** Kathy Chapman
4. **All employees should:**
  - Co-operate with supervisors and managers on Health & Safety matters
  - Take reasonable care of their own Health & Safety
  - Report all Health & Safety concerns to an appropriate person as detailed in Number 3, as above.

## PART 4

### **Risk Assessment**

- We will complete relevant risk assessments and take appropriate action
- We will review risk assessments when working habits or conditions change

### **Training**

- We will give staff Health & Safety Induction and provide appropriate training
- We will provide personal protective clothing

### **Consultation**

- We will consult staff routinely on Health & Safety matters as they arise and formally when we review Health & Safety

### **Evacuation**

- We will make sure escape routes are well signed and kept clear at all times
- Evacuation plans are tested from time to time and updated if necessary.