



Marsh Street Arches and Garden CIC

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

- a) Marsh Street Arches & Garden CIC recognises and accepts its responsibilities as an employer for providing a safe and healthy workplace and work environment for all its employees and others affected by its actions.
- b) Marsh Street Arches & Garden CIC will take such steps as are reasonably practicable to meet this responsibility, paying particular attention to the provision of:-
 - (i) Plant, equipment and systems of work that are safe and without risk to health.
 - (ii) Safe arrangements for the use, handling, storage and transport of articles and substances.
 - (iii) Sufficient information, instruction, training and supervision to ensure that all employees are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards, if they are at risk.
 - (iv) A safe place of work, and safe access to it and egress from it.
 - (v) A healthy working environment.
 - (vi) A Review and Audit procedure to ensure the effective Management of Health and Safety.

2. ORGANISATION AND ARRANGEMENTS

The is responsible for monitoring Health and Safety and for reporting all issues to the Management Committee.

ACCIDENTS

All accidents must be reported *to* All accidents occurring on any part of the premises leased by (name of organisation) must be recorded in the ACCIDENT BOOK, which is kept in theoffice.

FIRST AID

The First Aid box is kept in the.....

FIRE

The person responsible for fire prevention and the fire drill is the Chief Officer.

TRAINING

The person responsible for staff and volunteers training re Health and Safety is the Chief Officer.

SECURITY

Individual staff members are responsible for the security of their own office and personal belongings.