

Health and Safety Policy

This is the statement of general policy and arrangements for:		100 Homes
Simon Wright Designated Trustee for Health and Safety		has overall and final responsibility for health and safety
Neil Fearn Subcontractor Responsible for Health and Safety		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.	Subcontractor for H&S	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change).
Provide adequate training to ensure employees are competent to do work.	Subcontractor for H&S	Staff, subcontractors and volunteers given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place for employees and volunteers who are engaged in work remote from the main site
Engage and consult with employees/subcontractors/volunteers on any health and safety concerns that arise and provide advice and supervision on occupational health	Subcontractor for H&S	Regular staff meetings include consideration of health and safety matters. All project activities include risk assessment and reporting procedures to identify and manage H&S concerns
To implement emergency procedures – evacuation in case of fire or other significant incidents. Follow guidance/policy from venue we are hiring. Further guidance with fire risk assessment is available at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Event Lead	Escape routes are identified before event starts and always kept clear. Take note of any signs/ guidance provided by the venue.
To maintain safe and healthy working conditions.	Subcontractor for H&S	Regular supervisions for subcontractors and staff include chance to discuss health and safety relevant to home working or venues we hire

Signed:	Simon Wright DESIGNATED TRUSTEE	Date:	July 2023
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General risk assessment

Company name: 100 Homes

Date of risk assessment: July 2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff, volunteers, subcontractors & guests may be injured if they trip over objects or slip on spillages at our base.	Risk assessments in place	Get all sub contractors and any volunteers leading events to sign document below	Neil Fearn	Sept 2023	
Food poisoning	Staff, volunteers, subcontractors & guests as a result of contaminated food	Guests either bring their own food for example on a picnic or we use pre bought pre packaged food.				
Fire	Staff, volunteers, subcontractors & guests as a result of fire	Take note of fire procedures when using hired buildings including exits and any fire safety signs				
Minor injury	Staff, volunteers, subcontractors & guests as a result of unforeseen minor accidents	First Aid Kits supplied by hired venue. Event lead to be responsible for first aid management.				
Legionella from standing water in infrequently used pipework	Staff, volunteers, subcontractors & guests becoming ill through drinking water or inhaling water droplets that has been standing in un-used pipework	Run water for 2 minutes prior to use in venues in case they are not used regularly.				
Accidents relating to hazardous substances	Staff, volunteers, subcontractors & guests suffering harm as a result of misuse or unsafe storage of any hazardous material including cleaning and decorating products	Follow venue guidance when using cleaning products. Should not be needed regularly.				
Abuse or maltreatment of children	Children suffering any kind of abuse as a result of any activities in which 100 homes is involved.	100 homes has a full safeguarding policy. Everyone working with children must adhere to this. All staff, subcontractors and volunteers working with children and young people must be DBS checked.	Ensure all staff and subcontractors are DBS checked and good references received	Neil Fearn Zoe Bell	December 2023	

General risk assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Back and related injuries	Staff, volunteers, & subcontractors Injury due to inappropriate handling of heavy items such as venue furniture and 100 homes equipment	Handling of furniture and other heavy items should not be carried out alone. Lifting aids to be used wherever appropriate. Heavy items should not be carried unless necessary. this is not a regular part of the role.				
Personal safety when travelling alone in car	Staff, volunteers, & subcontractors	Make sure someone else on the 100 homes team knows you are traveling before you set off. Share with loved ones at home other staff/subcontractor contact numbers in case of emergency.				
Outside Event Trip Hazards	Staff, volunteers, subcontractors & members of the public	All equipment to be safely arranged to avoid trip hazards. Where trip hazards cannot be avoided, such areas to be cordoned off.				

Assessment Review date: July 2024

Designated Trustee Simon Wright : _____

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

