



## ALF CIC HEALTH AND SAFETY POLICY

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This is the statement of general policy and arrangements for:		<b>Adept Living Foundation CIC (ALF CIC)</b>
<b>Keith Abrahams (Director)</b>	<b>has overall and final responsibility for health and safety</b>	
<b>Emma Jaynes (Director)</b>	<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
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	Emma Jaynes	Ensure all office spaces, teaching venues and locations are compliant with the H & S policy and Risk Assessments carried out on each new venue and reviewed regularly
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Emma Jaynes	Ensure links to all policies are included in staff handbook and conduct robust induction training with new employees and contractors
Engage and consult with employees on day-to-day health and safety conditions	Emma Jaynes	Address in team meetings, encourage staff to implement in their own areas, inform and update. Regular supervision and opportunities to bring up concerns
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="http://www.gov.uk/workplace-fire-safety-your-responsibilities">www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Emma Jaynes	Emergency procedures displayed on walls



Maintain safe and healthy working conditions	Emma Jaynes	Ensure policies are up to date
Ensure online safety for all clients, students, and employees	Emma Jaynes	See Data Protection and Safeguarding policies <a href="https://alfcic.org/policies-and-procedures/">https://alfcic.org/policies-and-procedures/</a>

Signed: (Employer)		Date:	May 2021
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Health and safety law poster is displayed at (location):	
First-aid box is located:	
Accident book is located:	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations): [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

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



## HEALTH AND SAFETY RISK ASSESSMENT

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All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business. Continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find these example risk assessments a useful guide: [www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies). Choose the example closest to your business.

Company name: ALF CIC

Date of 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
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out.  All areas well lit, including stairs.  No trailing leads or cables.  Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills.  Arrange for loose carpet tile on second floor to be repaired/ replaced.	All staff, supervisor to monitor  Manager	From now on  xx/xx/xx	xx/xx/xx  xx/xx/xx

