

Health and safety policy

This is the statement of general policy and arrangements for:		Brentor and Moor Compassionate Neighbours Scheme
Mark Alderson		has overall and final responsibility for health and safety
Rob Ormsby		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	Mark Rob	Scope range of threats and hazards with members, document and mitigate the threat by training and supervision
Provide clear instructions and information, and adequate training, to ensure members are competent to do their work	Committee members – Rob and Karen	Emphasis will be made during training about the potential hazards.
Engage and consult with employees on day-to-day health and safety conditions	All committee members	To be a standing agenda item at all committee meetings.
Implement emergency procedures in the event of extreme weather etc	Mark	Mark will advise members by phone not to travel
Maintain safe and healthy working conditions by providing support and supervision to volunteers	Mark	Nominated buddies who will provide peer support; ongoing supervision and peer support will be arranged

Signed: * (Employer)	Rob Ormsby	Date:	23.1.17
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Not feasible due to working circumstances but the BMCN do attach great emphasis on this hence it being discussed at each committee meeting
First-aid box is located:	Members will be advised during training to carry one in their personal vehicle
Accident register	will be maintained on BMCN drive and any accident will be reviewed by Rob

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

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 our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name:

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
Lone working	members	Co-ordinator will know what days they are doing their visits; "Buddy system" in operation. Members to refer to L/W Policy	Not at this stage	n/a kept under review	annually	
Driving to and from clients on remote roads	members	Members will be advised on driving risks during inclement weather etc. Members to refer to relevant policy	Not at this stage	n/a kept under review	annually	
Accusations of bad practice	members	Providing training to ensure best practice is adopted and adhered to	Not at this stage	n/a kept under review	annually	
Potential hazards within home environment of clients	members and clients	Co-ordinator will carry out an environmental risk assessment before BMCN members attend, using the BMCN Risk Assessment Form (v.1). This will be shared with the assigned volunteer	Carry out reviews on regular basis;ask members to be aware on each visit	Co-ordinator	before first visit, then review regularly	
						Hint, tab here for new row

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)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>