



HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement of A Touch of Gentleness, in accordance with Health and Safety at Work etc. Act 1974.

STATEMENT OF GENERAL PURPOSE

A Touch of Gentleness take the health and safety of all staff, volunteers and service users seriously.

We commit to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees and volunteers on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide clear instructions and information, and adequate training to ensure that all employees and volunteers are competent to do their work;
- implement emergency procedures;
- prevent accidents and cases of work-related ill health;
- manage safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

RESPONSIBILITIES

RISK ASSESSMENT

We will complete relevant risk assessments and take action. We will review risk assessment when working habits or conditions change. The Directors are responsible for ensuring the action required is implemented.

The findings of the risk assessments will be reported to the Company Secretary.

CONSULTATION WITH EMPLOYEES AND VOLUNTEERS

We will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- seeking professional help on health and safety matters
- the information we give to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or avoid these risks



A Touch of Gentleness CIC
Company number: 13649433

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and what they should do if they are exposed to a risk, including emergency procedures

- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

We will consult directly with employees and volunteers through team meetings and face-to-face discussions. Consultation with and information provided to employees and volunteers will be in a form that can be easily understood.

We will allow enough time for employees and volunteers to consider the issues and give informed responses. Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations. We will take employees' and volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

SAFE EQUIPMENT

The Manager will:

- be responsible for identifying all equipment including vehicles needing maintenance.
- be responsible for ensuring effective maintenance procedures are drawn up.
- be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to the Director immediately.
- check that new equipment meets health and safety standards before it is purchased.

SAFE HANDLING AND USE OF SUBSTANCES

We do not currently store any substances which need a COSHH assessment. The Manager will check that new substances, should they be needed in the future, can be used safely before they are purchased.

INFORMATION, INSTRUCTION AND SUPERVISION

Health and safety advice is available from the Manager.

Supervision of volunteers will be arranged and monitored by the Manager.

The Manager and Board of Directors are responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health and safety information.





COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by the Manager or appointed trainer.

Job specific training is required for some jobs for employees and volunteers within A Touch of Gentleness

Training records are kept by the Company Secretary.

Training will be identified, arranged and monitored by the Manager.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

A first aid box will be available at training events.

The appointed person(s)/first aider is **Helen Prosper**.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the Manager.

The Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur.
- The Manager is responsible for investigating accidents.
- The Board of Directors is responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

We do not occupy any premises at present.

The Director is responsible for ensuring a fire risk assessment is undertaken and implemented by any host venue of an activity that we are undertaking.

Emergency evacuation muster points will be included in host venue risk assessments. A Touch of Gentleness will point this out to all attendees at the beginning of an activity.

The Directors will support the Manager with all tasks due to the legal obligation of the organisation.





REVIEW OF HEALTH AND SAFETY

This Policy will be reviewed each time a new activity is taken on by A Touch of Gentleness. Each new activity will be monitored and reviewed within the first 3 months to ensure all policies and procedures are appropriate. Thereafter each activity will be reviewed annually by the next review date whichever is the earliest.

