Health and Safety Policy

**Roman Road Trust**

**Community Interest Company Limited**

**Company No. 09319284**

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| **This is the statement of general policy and arrangements for:** Roman Road Trust | | |
| **The person assigned with overall and final responsibility for health and safety:** Tabitha Stapely, CEO | | |
| **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 of any events or activities. | Tabitha Stapely – CEO (or named person with responsibility for the event or activity) | Relevant risk assessments completed and actions arising out of those assessments implemented for each event or activity. |
| Provide clear instructions and information, and adequate training, to ensure staff, contractors and volunteers are competent to do their work | Tabitha Stapely – CEO (or named person with responsibility for the event or activity) | Staff and contractors given necessary health and safety induction and provided with appropriate training (including working at height and electrical safety) and personal protective equipment. |
| Engage and consult with staff, contractors and volunteers regarding health and safety conditions at events and activities | Tabitha Stapely – CEO (or named person with responsibility for the event or activity) | Staff, contractors and volunteers routinely consulted on health and safety matters as they arise. |
| Create and implement emergency procedures – evacuation in case of fire or other significant incident. | Tabitha Stapely – CEO (or named person with responsibility for the event or activity) | Emergency procedures identified in risk assessments for events and activities. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Tabitha Stapely – CEO (or named person with responsibility for the event or activity) | Inspection and risk assessment of equipment and machinery for events and activities covered by project plan and risk assessments. |

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| **First-aid box is located:** | Where appropriate for each event and activity |
| **Accident book is located:** | With Tabitha Stapely |

*Policy prepared April 2015*

*Last Updated – February 2017*