

LIVE WELL IN BRAUNTON
HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for Live Well in Braunton

It covers one employee and a volunteer committee

has overall and final responsibility for health and safety

has day-to-day responsibility for ensuring this policy is put into practice

Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.

LWIB has one employee who works partly in The Hub, a Parish Council run workplace, partly in Caen Medical Practice and at other times on visits to service users and organisations. There are in place risk assessments for The Hub and Caen Medical Centre and for outside visits a Lone Worker Policy for our employee.

The Volunteer Committee normally meets at the Caen Medical Centre, occasionally at The Hub; if the Committee meets elsewhere LWIB will ensure there is in place a risk assessment for the venue. When the Committee organises an event a risk assessment is prepared specific to the event.

Provide clear instructions and information and adequate training to ensure employees are competent to do their work

Our employee has been made aware of the risk assessments in place for each workplace and the Lone Worker Policy and has been asked to ensure she is familiar with their provisions, as has the Committee.

Engage and consult with employees on day-to-day health and safety conditions

Our employee and Committee is requested to bring to the employer's attention any concerns that are held regarding health and safety conditions encountered in order that steps can be taken to address such concerns

Implement emergency procedures - evacuation in case of fire or other significant incident

The risk assessments for each building contain provisions for practice emergency evacuations in which our employee will take part when carried out and Lone Worker Policy contains emergency procedures which have been put in place

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

Other than a laptop, mobile phone and use of her own vehicle, no equipment or substances are required for use. Our employee is encouraged to maintain working conditions for herself which are safe and healthy

Signed

Dated

Note: the employer of our employee is North Devon Voluntary Services though Live Well in Braunton undertakes day-to-day management.