



Hidden Help Health and Safety Policy

This is the statement of general policy and arrangements for Hidden Help (Charity Number 1193305)		
Benjamin Hudd	Has overall responsibility for Health and Safety	
Judy Backus	Has day to day responsibility to ensure this policy is put into practice.	
Statement of General Policy	Name of Responsible Officer	Action / Arrangements
Prevent accidents and cases of illness by managing the health and safety risks for the charity, its' clients and volunteers.	Judy Backus / Benjamin Hudd	Relevant Risk assessments completed and actions arising from these risk assessments implemented. COVID - 19 specific policy displayed and implemented.
Provide clear instructions, information and adequate training to ensure that volunteers are competent and safe in their working environment.	Judy Backus / Benjamin Hudd / Lou Rose	All volunteers to be given relevant training on PPE, Manual Handling, Fire, Safeguarding, First Aid and a general induction into the work of Hidden Help. Those volunteers that will come into contact with vulnerable adults or children will complete a Safeguarding Course and will be required to hold a current DBS Certificate.
Implement Emergency Procedures	Judy Backus / Benjamin Hudd	Escape routes and signage properly maintained and an annual fire safety and emergency briefing to take place.
Maintain a safe and healthy working environment for volunteers; ensure safe storage of goods, equipment and substances.	Judy Backus / Benjamin Hudd / Fleur Davis	Toilets, washing facilities and drinks provided (see COVID policy). Gloves and other appropriate safety equipment to be regularly checked and available to volunteers.
Signed:	<i>Benjamin Hudd</i>	21st January 2021
Health and Safety Law poster is located:	On the inside of the main warehouse door and in the office.	
First Aid Boxes are located:	Inside main warehouse door and in office	
Accident Book is located:	In Office	