

Health and Safety Policy

General statement of intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for everyone working, volunteering or using our services, wherever they take place.

This policy will be kept up to date to ensure our responsibilities are met, particularly if the CIC changes in nature and size, and will be reviewed every 2 years.

Responsibilities

Overall and final responsibility for health and safety in the CIC is that of Compost London's board of directors.

Compost London directors are jointly responsible for this policy being carried out wherever work takes place and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

Lone Working

No-one undertaking work on behalf of Compost London should work alone if they are concerned about risks to themselves or others.

Anyone undertaking work alone should take reasonable precautions for their personal safety.

When meeting someone for the first time, especially where nothing is known about them or their organisation, arrange to meet in a public place or in an office with others nearby.

If work takes place in areas which are isolated, poorly lit at night or known for high crime rates, or if there are other reasons that the situation could be risky, a worker should arrange to check in with someone when the visit is over.

Accidents

All accidents are to be recorded in the Compost London accident book. Unusual or unexpected incidents are also to be recorded in the accident book for review of current arrangements.

Accident records are located ??.

First aid

The First Aid Box is located ?? X is the appointed person responsible for the First Aid Box.

The qualified first aider is X

Fire safety

The person responsible for each service or activity will acquaint themselves with the fire action procedure at the venue being used. Should a fire occur during a Compost London activity this person will be responsible for ensuring everyone involved follows the procedure.

Electrical equipment

Electrical equipment owned by Compost London will be inspected annually.

Review Date: June 2020

Compost London CIC is a registered company no. 11135700.

Registered address: c/o The Well Community Centre, 49 Vicarage Lane, East Ham, London E6 6DQ

June 2018

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Equipment for hire or use in other venues will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

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