


Statement of general policy and arrangements for Care Connect IoW CIC

(Name) Jennifer Gavin	has overall and final responsibility for health and safety
(Name) Jennifer Gavin	has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Actions/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks both in the workplace and when undertaking employment duties offsite	Jennifer Gavin: Director	Risk Assessments are to be undertaken before commencing any activity. These are to be completed by the Director and reviewed every 6 months
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Jennifer Gavin: Director	All staff to be familiar with the health and safety policy and all risk assessments pertaining to any duty they may undertake for the company
Engage and consult with employees on day-to-day health and safety conditions	Jennifer Gavin: Director	All staff to enter into dialogue about health and safety, best practices etc, always keeping health and safety at the forefront of delivery
Implement emergency procedures – evacuation in case of fire or other significant incident	Jennifer Gavin: Director	All staff to be familiar with the fire safety routine of any site they undertake work A copy of the fire safety routine pertaining to each location can be found with the risk assessments pertaining to that activity
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage and use of substances	Jennifer Gavin: Director	Risk Assessments are to be undertaken before commencing any activity, or using any equipment etc. These are to be completed by the Director and reviewed every 6 months

Statement of general policy and arrangements for Care Connect IoW CIC (continued)	
Health and Safety Law Poster is displayed at:	Company Registered Address – 74 Carisbrooke High Street, Newport IW PO33 3NU
First Aid box is located:	All employees who undertake 1:1 work to have a First Aid Box in their car 3 First Aid boxes in the Connect Centre, Bowling Green Lane, Newport, Isle of Wight PO31 1RR
Accident Book is located:	For 1:1 work: Accident/Incident forms to be used in the reporting of any accident in the first instance Accident Book is located in the Connect Centre, Bowling Green Lane, Newport, Isle of Wight PO31 1RR
Further Information of Health and Safety Arrangements and Practices can be found in our Health and Safety Policy in our Company Handbook	

Signed: (Employer)			
Policy to be reviewed every 6 months to ensure all details remain up to date and accurate			
Policy reviewed on:	<u>01.05.2024</u>	Next date to be reviewed:	<u>01.11.2024</u>