

Health and safety policy

| This is the statement of general policy and arrangements for: | | The CharChar Trust (The Charlotte Parker Charitable Trust for the Advancement of Education in Africa UK Reg: 1120165) |
|--|---|--|
| Mrs Natalie Conti | | Has overall and final responsibility for health and safety |
| Mr Blessings Chisama | | Has day-to-day responsibility for ensuring this policy is put into practice |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Mr Blessings Chisama Operations & Communications Coordinator | Weekly inspection of workplace environment |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Mr Blessings Chisama Operations & Communications Coordinator | Provide induction training to new employees Display H&S Policy |
| Engage and consult with employees on day-to-day health and safety conditions | Mr Blessings Chisama Operations & Communications Coordinator | Request any H&S issues be reported and discussed daily |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Mr Blessings Chisama Operations & Communications Coordinator | Fire exits and assembly points clearly marked and identified |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Mr Blessings Chisama Operations & Communications Coordinator | All hazardous substances are clearly labeled and stored. Equipment and machinery regularly serviced and maintained. |

Signed: * (Employer)



Date:

05/12/18

Risk assessment

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|---|-------------|
| Health and safety law poster is displayed at (location) | Reception |
| First-aid box is located: | Main Office |
| Accident book is located: | Main Office |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Company name: The CharChar Trust

Date of risk assessment: 14/12/18

| Identified hazards | Who might be harmed and how | What we are already doing | Further action to control this risk | Action by | Action completed by | Done |
|--------------------|---|--|--|---|---------------------|---------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keeps work areas clear, eg no boxes left in walkways, deliveries stored immediately. | Better housekeeping in staff kitchen needed, eg on spills. | All staff, supervisor to monitor Manager | 20/01/19 | 10/1/19 |
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Please review risk assessment if the following applies: following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities