



CARNEGIE COMMUNITY TRUST CIO HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for: Carnegie Community Trust CIO		This policy applies from the date approved until further notice to the premises at 192 Herne Hill Rd, SE24 0AG, licensed to Carnegie Community Trust by the London Borough of Lambeth and should be read in conjunction with the Health and Safety Policy of Lambeth Council as the owner of the property.	
CCT Trustees		have responsibility for Health and Safety.	
Philip Isaac (Trustee)		has day-to-day responsibility for ensuring this policy is put into practice.	
Statement of general policy	Responsibility of:	Action/Arrangements	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	CCT Trustees	Undertake Risk Assessment and keep register.	
Provide clear instructions and information, and adequate training, to ensure employees /volunteers are competent to do their work	CCT Trustees	Produce Volunteer Handbook, hold volunteer induction day.	
Engage and consult with employees /volunteers on day-to-day health and safety conditions	CCT Trustees	Hold regular meetings in the building with volunteers.	
Implement emergency procedures – evacuation in case of fire or other significant incident.	CCT Trustees	Take note of Lambeth Fire and Evacuation Procedures, in lobby of main entrance to building. (see diagram, next page)	
Maintain safe and healthy working conditions	CCT Trustees	Undertake regular inspections.	

Signed: (Employer)		Date:	
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Health and safety law poster is displayed at (location):	CCT office (see diagram, below)
First-aid box is located:	CCT office
Accident book is located:	CCT office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations): www.hse.gov.uk/riddor

