



Health & Safety Policy Statement

| Version | Written | Updated | Scheduled Review Date | Author | Approving Body | Date Approved |
|---------|---------|---------|-----------------------|---------------------------------|--------------------|---------------|
| 1 | 2007 | 2007 | 2008 | Adrian Hawkes | | |
| 2 | 2008 | 2008 | 2009 | Anne Spriggs | | |
| 3 | 2008 | 2011 | 2012 | Gareth Hawkes | | |
| 4 | 2008 | 2012 | 2013 | Amendments made by: Gena Areola | Board of Directors | 15/10/12 |
| 5 | 2008 | 2016 | 2017 | Gareth Hawkes | Board of Directors | 25/07/2016 |
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| This is the statement of general policy and arrangements for: | | Phoenix Community Care |
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| Adrian Hawkes -Chair of Directors | | has overall and final responsibility for health and safety |
| Pauline Hawkes, Gareth Hawkes, Angela Kelly Carla Mayer, Al Coates - Directors | | has day-to-day responsibility for ensuring this policy is put into practice |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Adrian Hawkes – Chair of Directors | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Directors | Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including lone working, first aid, COSHH, Reporting) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. |
| Engage and consult with employees on day-to-day health and safety conditions | Chair of Directors and Directors | Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities | Adrian Hawkes – Chair of Directors | Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Directors | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. |

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| Signed: * (Employer) | | Date: | |
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| Health and safety law poster is displayed at (location) | Main Office |
| First-aid box is located: | Main Office |
| Accident book is located: | Admin Office |

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