5/1/2020

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| New baby network cic | Health and safety policy |

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# Part 1: Statement of intent

This is the health and safety policy statement of:

**New Baby Network CIC**

Our health and safety policy is to:

* prevent accidents and cases of work related ill health
* manage health and safety risks in our workplace
* provide clear instructions and information, and adequate training to ensure employees and volunteers are competent to carry out their roles
* consult with our employees on matters affecting their health and safety
* maintain safe equipment
* maintain safe and healthy working conditions
* implement emergency procedures, including evacuation in case of fire or other significant incident
* review and revise this policy regularly

Signed BDymond Date 21st May 2020

Print name Brianna Dymond Review date May 2021

# Part 2: Responsibilities for health and safety

## Overall and final responsibility for health and safety:

New Baby Network CIC Directors

## Day-to-day responsibility for ensuring this policy is put into practice:

New Baby Network CIC Directors

## All employees should:

* co-operate with supervisors and managers on health and safety matters;
* take reasonable care of their own health and safety; and
* report all health and safety concerns to an appropriate person (as detailed above).

# Part 3: Arrangements for health and safety

## Risk assessment

* we will complete relevant risk assessments and take action
* we will review risk assessments when working habits or conditions change

## Training

* we will give staff and volunteers a health and safety induction and provide appropriate training
* we will make risk assessments and specific group/venue details available to staff or volunteers as relevant

## Consultation

* we will consult staff and volunteers routinely on health and safety matters as they arise and formally when we review health and safety

## Evacuation

* we will include escape routes and evacuation plans for any group venues in the information packs for volunteers