

Health and safety policy

This is the statement of general policy and arrangements for:		Essential Space	
SARAH BOLTON-LOCKE		has overall and final responsibility for health and safety	
SARAH BOLTON-LOCKE		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 (physical and mental) by managing the health and safety risks in the workplace	Sblocke	Ensure building is safe and following usual health and safety regulations First aid box and accident book is in kitchen and all practitioners hiring understand procedure for use and where it is kept.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sblocke	Practitioners hiring the space will be given an induction and reminder on a yearly basis. Users to sign a commitment to follow the procedures put in place.	
Engage and consult with employees on day-to-day health and safety conditions	Sblocke	Will not be required, users will have my contact details should they need them	
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	Sblocke	Fire extinguishers in place and fire exit signs in place, practitioners shown where meeting point is should a fire or evacuation be required	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Sblocke	Cleaning supplies to be kept in two areas, kitchen named cupboard and bathroom cupboard Cleaning is maintained by the owner of business	
Signed: Essential Space	Sarah Bolton-Locke	Date:	10.10.2019

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	KITCHEN
First-aid box is located:	KITCHEN
Accident book is located:	KITCHEN

Risk assessment

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Essential Space**

Date of risk assessment: **July 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Slips and trips	Practitioners 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. Users keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Users advised to leave on stair and entry light when hiring the space. Arrange for rugs to have non slip edges fixed in place to prevent movement
Manual handling and lifting of hire equipment	Users risk injuries or back pain from handling heavy/bulky objects,	Keep storage equipment area tidy and user friendly. Keep regally used equipment within easy reach Chairs stacked to a safe height Table folded and stored safely	High shelves for light objects only image of store room organised safely to give guidance for others to follow
Using Kettle and kitchen equipment	Users making drinks or using microwave	Advising users to be careful and to not carry kettle over to another area. Advising Practitioners that they should not have more than 5 people in the kitchen at any one time.	Remind User that they need to advise their visitors that they need to remain safe whilst in the kitchen. Add information to practitioner guide
Electrical continued	Users could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Users asked to spot and report (to manager) any defective plugs, discoloured sockets or damaged cable/equipment. • Defective equipment taken out of use safely and promptly replaced. • Users told not to bring in their own appliances, toasters, fans etc.	Ensure all equipment is tested regularly.
Fire	Users are unsure of procedure for evaluation and or alarms system fails	Alarm system is checked yearly Reported by fire control	Consult with landlord – checked quarterly

Security Working alone	Users check all areas, including toilets, before locking up at night.	Lock front and back door when working alone Security information added to practitioner user guide for the space	Writing name on board so person coming in is aware they are not working alone Ensure each user has the guidance for this matter and is aware of managers contact details
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For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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