

Health and safety policy for Kennet Furniture Refurbiz *updated September 2018*

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

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

Kennet Furniture Refurbiz (KFR)
Board of Trustees
Operations Manager - Daniel Thompson

Statement of General Policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Operations Manager	<p>Risk Assessments for the warehouse, office, and van drivers delivering and collecting good have been completed.</p> <p>Actions arising out of the risk assessments are being implemented.</p> <p>Risk assessments to be reviewed and updated annually, when the nature of tasks/activities changes, or for a new activity</p>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Operations Manager	<p>Staff and volunteers given necessary health and safety induction and provided with appropriate training and PPE.</p> <p>Training material/practices reviewed every 12months. Ensure each person signs to confirm training received and understood</p>
Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Operations Manager	<p>Staff and volunteers routinely consulted on health and safety matters as they arise but also formally consulted.</p> <p>Ensure staff are aware of who to report to in the event of a near miss incident or if they have any other health and safety concerns</p> <p>Add as a weekly agenda item to operational meetings to prompt feedback</p>
Implement emergency procedures - evacuation in case of fire or other significant incident.	Operations Manager	<p>Ensure KFR maintain an upto date Fire and Emergency Evacuation procedure</p> <p>Display copies of the Fire and Emergency Evacuation Procedure in key areas</p>

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		Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Operations Manager and Van Drivers	Toilets, washing facilities and kitchen provided. Undertake regular inspections of the property, vehicles and equipment Maintain records of inspections and any remedial or maintenance Daily checks on vans recorded and filed. Any issues reported.	
Health and safety law poster is displayed:	Senior Officer Administrator	At the entrance to the building and at additional locations within the Warehouse	
First-aid box and accident book maintained. Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Senior Officer Administrator	First Aid boxes are located in the Workshop, Vans, Office and Kitchen areas. Accident Report book is kept in the Main KFR office	
Signed:	Approved	Date:	
Subject to review, monitoring and revision by:	The Board of Trustees	Every:	12 Months Or sooner if work activity changes

