

Transition Cambridge Health and Safety Policy

1. Hub Coordination Group

1.1. The Hub Coordination Group has overall responsibility for health and safety in the organization, and for ensuring that it fulfils its legal responsibilities, that policy objectives are achieved and that effective machinery is in place for the achievement of policies concerned with health, safety, welfare and environmental protection. The Hub Coordination Group is also responsible for ensuring that procedures and systems are agreed and implemented. To these ends the group will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

2. Volunteers

All volunteers will ensure that:

- they are fully conversant with this safety policy
- they comply with this policy
- they take care of themselves and others who may be affected by their acts or omissions
- they report all accidents, near misses and dangerous occurrences immediately to the hub coordination group
- they are fully conversant with all fire procedures applicable to the area in which they are working
- if they identify any condition which in their opinion is hazardous, they will act to reduce the hazard or ask people to leave the hazardous area or to cease the hazardous activity.

3. Risk assessments

The Hub Coordination Group will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation.

Assessments will be repeated whenever any of the following factors occur:

- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology
- original assessment is no longer valid.

Assessments will be recorded and records maintained by the competent person.

4. Training

4.1. To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- at inductions
- on transfer or promotion to new duties
- on the introduction of new technology
- when changes are made to systems of work
- when training needs are identified during risk assessments.

4.2. Repeat training will be provided at regular intervals. All volunteers will be invited to take part in the health and safety training programme. Records of all health and safety training will be kept.

5. Resolution of health and safety problems

5.1. Any volunteer with a health and safety concern must inform the hub coordination group, who will do their best to resolve the issue.

6. Planning and control

6.1. The Hub Coordination Group will make and implement any appropriate arrangements for the effective planning, organization, control, monitoring and review of any preventative or protective measures identified as a result of risk assessments.