



Turtle Dove Cambridge Community Interest Company

Health and Safety Policy

Reviewed: May 2025

Review due: May 2026

Policy Statement

This is the Health and Safety Policy Statement of Turtle Dove Cambridge (TDC) under the Health and Safety at Work Act 1974.

Overall and final responsibility for Health and Safety is that of the board of directors.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Kate Nation as the Health and Safety Officer for TDC.

Our statement of general policy is:

- to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities;
- to provide adequate training to ensure employees are competent to do their work;
- to engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health;
- to implement emergency procedures - evacuation in case of fire or other significant incident;
- to maintain safe and healthy working conditions, provide and maintain safety equipment and clothing where required, and ensure safe storage / use of equipment and substances (e.g. cleaning equipment);
- to provide information, instruction and supervision for employees, volunteers, and service users;
- to ensure all employees, volunteers and service users are competent to do their tasks, and to give them adequate training where required;
- To review and revise this policy as necessary at regular intervals.

Employees have a duty to co-operate in the operation of this policy:

- by working safely and efficiently;
- by using the protective equipment provided, and by meeting statutory obligations;
- by reporting incidents that had led or may lead to injury or damage;
- by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

TDC will maintain good working conditions and will comply with such official guidance as may be issued from time to time.

All new employees are made aware of Health and Safety procedures within the workplace. It is the duty of employees to make themselves familiar with the contents of this document.

Organisation and Responsibilities

Executive Directors Responsibilities

- Supervision
- Training

- Equipment Maintenance
- Accident Reports
- Health and Safety Audits
- First Aid Boxes
- Safety Inspections
- Complaints

Employee Responsibilities

- Report Defects/Health and Safety Risks
- Use protective equipment
- Adhere to TDC'S Health and Safety Procedures

Training

Employees will receive training to enable them to understand and adhere to company policy and procedure.

First Aid

TDC has a first aid box available in all workplaces and an appointed First Aider. In the event of an accident, call the First Aider. Do not move the injured person until examined by a First Aider. It is the responsibility of the Health and Safety Officer to keep First Aid boxes well stocked.

A First Aid box is kept in the TDC kit bag, in the TDC office and taken to all events worked at. The First Aider is: Kate Nation/ the designated lead Event Staff member.

Accident Reporting

An Accident Book is kept with the First Aid box in TDC's Kit bag. This must be fully completed when an accident occurs to staff or volunteers. When working at events visitors or members of the public will be treated by the event hosts delegated First Aiders. Accidents likely to result in absence from work of more than three days must be reported to the Local Authority Environmental Health Department by the Health and Safety Officer using an F2508 form. Serious accidents must also be reported immediately by the Health and Safety Officer. (Link to the form: <https://extranet.hse.gov.uk/lfserver/external/F2508IE>)

Fire Safety

TDC staff and volunteers will be made aware of the fire safety equipment and procedures when working at events and in the shared office.

Electrical Safety

All TDC's electrical equipment will be regularly maintained and will be checked by an electrical engineer on a yearly basis.

Employees should report any defective equipment and the Health and Safety Officer will remove it from use.

Look out for:

- Loose wires;
- Blackening around the plugs and socket outlets;
- Trailing flexes;
- Signs of overheating.

Safe Stacking

- Inspect event catering equipment regularly for damage;
- Do not exceed the safe loading of boxes or chairs;
- Store heavy items at low levels.

Ladders

Employees must make sure that the ladder is fully extended and locked in position. Use a ladder which enables you to gain access to the stationery/stock safely.

DO NOT:

- Use faulty ladders;
- Over reach whilst using a ladder;
- Stand a step ladder on a box or other unsteady base.

Visual Display Units

As most problems are related to the arrangement of the workstation which may cause glare or reflection on screens (eyestrain) and/or lead to awkward postures or movements (muscular fatigue) the following steps will be taken:

- Each workstation will be assessed individually with a particular reference to lighting and the adjustability and general layout of chairs, keyboards, screens and work documents.
- Staff and volunteers will be advised to take breaks every 20mins from looking at screens and to be careful to maintain a good working posture.

Smoking

In order to maintain the Health and Safety requirement that staff can use rest areas/rooms without experiencing discomfort from tobacco smoke, all smokers will now be required to go outside the building if they require a cigarette where smoking is permitted. Smokers are to wash their hands after smoking and cover uniform when smoking.

References

<https://www.gov.uk/workplace-fire-safety-your-responsibilities>

www.hse.gov.uk/riddor

<http://www.hse.gov.uk/pubns/indg453.pdf> (RIDDOR- Reporting accidents guidance)