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## Health and Safety

### Part 1: Statement of intent

This is the health and safety policy statement of Link UP London

### Our health and safety policy is to:

- Assess and manage the risk to our staff and volunteers
- Consult with our staff, volunteers and third-party organisations on matters affecting health and safety
- Prevent accidents and cases of work-related ill-health
- Provide information and instruction to our employees and volunteers to ensure they are competent to do their work
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation for fire or other emergencies, and for first aid arrangements
- Review and revise this policy regularly

### Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:
  - Kim Perlow, CEO
2. Day-to-day responsibility for ensuring this policy is put into practice:
  - Kim Perlow, CEO: The point of contact for staff and volunteers should issues arise.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
  - Kim Perlow, CEO: Policy
  - Kim Perlow, CEO: Staff - Risk assessment; consultation; accidents and ill health
  - Will Forman, Skilled Volunteer Manager: Volunteers - Risk assessment; consultation; accidents and ill health
  - Kim Perlow, CEO: Instruction and training, monitoring, emergencies and first aid

4. All employees should:
  - Co-operate with managers on health and safety matters
  - Take reasonable care of their own health and safety
  - Report all health and safety concerns to an appropriate person (as detailed above)

### **Part 3: Arrangements for health and safety**

#### **1. Risk assessment**

We will complete relevant risk assessments and take action.

We will regularly review risk assessments when our workplace or activities change.

#### **2. Training**

We will provide training and instruction to employees and volunteers to enable them to do their jobs.

We will provide information to our employees and volunteers on matters that affect their health and safety (including DSE, working remotely and lone working)

#### **3. Consultation**

We will consult with our employees and volunteers on matters that affect their health and safety.

#### **4. Evacuation**

In the case of an emergency and the need to evacuate, we will follow the rules set out by our co-working space at the Scratch Hub at the Battersea Arts Centre.

*Created 20 March 2021, to be reviewed by March 2024*