

CSCIC	CSCIC P02 Health and Safety Policy	ISSUE UPDATED	5 30/11/2022
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Document	CSCICP02 Health and Safety
Compiled by	
Scope	
Approved by	

Version	Description	Date
1	New Procedure	22/06/2011
2	General revision and update. Separation of generic risk assessment for camping and outdoor activities from this procedure allowing multiple subsidiary risk assessments.	21/10/2016
3	Reformatting of template. More distinguishing the role of the CEO. Removes risk assessment template appendix.	01/10/2020
4	Simplification of layout and links to related documents inserted	21/10/2022 AB
5	Review of key documents to support staff accessibility, specifically Generic Risk Assessment to remove specified activities from this assessment sheet and put in RA Activities or Local or ie camps	10/11/2022 AB

Key contacts:
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CSCIC	CSCIC P02 Health and Safety Policy	ISSUE UPDATED	5 30/11/2022
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Contents

Contents	2
1. Introduction	3
2. Policy and Arrangements	3
3. Risk Assessments	4

Key contacts:
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CSCIC	CSCIC P02 Health and Safety Policy	ISSUE UPDATED	5 30/11/2022
-------	------------------------------------	------------------	-----------------

1. Introduction

The directors Creative Sustainability CIC recognise that it has duty to take reasonable steps to protect:

- Themselves;
- anybody they employ or contract for services in any capacity;
- anybody who may be affected by their work e.g. young people or disadvantaged people receiving our services, volunteers and the public from accidents and ill health as a result of company activities.

Since part of Creative Sustainability's remit is to work with children and vulnerable adults and that staff can be working in situations that require steps to protect them too, these policies and procedures are linked to the Health and Safety policy and procedures:

- [CSCICP06 Safeguarding Policy.docx](#)
- [CSCICP16 Lone Working Policy.docx](#)
- [CSCICP21 Covid and infectious illness Policy and Procedure.docx](#)
- Individual Risk Assessments
- Online Safety Policy

2. Policy and Arrangements

- This is the statement of general policy and arrangements for Creative Sustainability CIC.
- Overall and final responsibility for health and safety is that of the Directors of Creative Sustainability CIC.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the CEO of Creative Sustainability CIC.

Statement of general policy	Responsibility of: Name	Action/Arrangements
To prevent accidents and cases of work- related ill health and provide adequate control of health and safety risks arising from work activities.	The Directors and CEO of Creative Sustainability CIC	As with Company Risk Assessments
To provide adequate training to ensure employees are competent to do their work.	The Directors and CEO of Creative Sustainability CIC	As with Company Risk Assessments
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	The Directors and CEO of Creative Sustainability CIC	As with Company Risk Assessments
To implement emergency procedures – evacuation in case of fire or other significant incident.	The Directors and CEO of Creative Sustainability CIC	As with Company Risk Assessments

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CSCIC	CSCIC P02 Health and Safety Policy	ISSUE UPDATED	5 30/11/2022
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To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	The Directors and CEO of Creative Sustainability CIC	As with Company Risk Assessments
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3. Risk Assessments

Hazards and Risks to Staff, volunteers, participants and visitors are assessed for the generic activities both on and off site.

- [RA Generic Organisational.docx](#)

CS community hub Place-based activities are assessed for each CS space

- [RA Place-based Access Bike.xlsx](#)
- [RA Place-based Third space & Offices DRAFT.xlsx](#)
- [RA Place-based Third space garden.xlsx](#)

Generic Risk Assessments are supported with Activities or Local Risk Assessments for all new activities and external activities.

- [RA Activities or Local template.docx](#)

The generic controls and the actions to maintain those controls we have put in place are identified in generic risk assessments and in some cases covered in greater detail in separate procedures. The Directors or the CEO will inform and if necessary train all participants in the hazards, risks and controls including adaptations that relate to the activities and locations. Generic risk assessments may be supplemented by site or activity specific risk assessments carried out by a Director or the CEO as and when necessary using the templates specified by them and that call up this procedure._

Key contacts:
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