

Healthwatch Cambridgeshire and Peterborough Health and Safety Policy and Procedures

As tenants of The Maple Centre, Huntingdon, and Pinnacle House, Peterborough, Healthwatch Cambridgeshire and Peterborough have adopted and will comply with the Health and Safety standards of Hunts Forum and Wrest Enterprises, the building managers for the Huntingdon and Peterborough offices respectively.

Hunts Forum and Wrest Enterprises policies are available for all staff, volunteers and board members to read and ensure we comply with requirements therein. These are:

- Hunts Forum Health and Safety Policy
- Hunts Forum First Aid and Accident Policy
- The Maple Centre General Risk Assessment
- Wrest Park Health and Safety Policy (for Peterborough Office)

Healthwatch Cambridgeshire and Peterborough will undertake Risk Assessments for the offices that the organisation occupies and for venues used. These templates are used by staff:

- Health and Safety Check List for Events
- Health and Safety Check List for Venues
- Risk Assessment Check List Large Events

Other relevant Healthwatch Cambridgeshire and Peterborough policies include:

- Home Working
- Lone Working
- Harassment and Bullying
- Absence
- Health and Wellbeing

All Healthwatch Cambridgeshire and Peterborough staff will receive Health and Safety training as part of their induction. All staff, volunteers and board members should take personal responsibility for the Health and Safety of themselves and others, take reasonable action to minimise risk, and alert managers where additional support is required.

Approved by Healthwatch Cambridgeshire Board of Directors

Date: March 2019

Responsible Officer

Chief Executive Officer of Healthwatch Cambridgeshire and Peterborough