

## **Healthwatch Cambridgeshire Health and Safety Policy and Procedures**

As tenants of The Maple Centre, Huntingdon, Healthwatch Cambridgeshire has adopted and will comply with the Health and Safety standards of Hunts Forum, the building manager.

Hunts Forum 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 and Procedure
- The Maple Centre General Risk Assessment

Healthwatch Cambridgeshire will undertake Risk Assessments for the offices that the organisation occupies. The templates attached to be used for:

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

Other relevant Healthwatch Cambridgeshire policies include:

- Home Working
- Lone Working
- Bully & Harassment
- Sickness & Absence Policy

All Healthwatch Cambridgeshire staff will receive Health & 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 action to minimise risk, and alert managers where support is required.

**Approved by Healthwatch Cambridgeshire Board of Directors**

Date: 20 January 2016

**Reviewed**

Date: January 2017

**Next Review**

Date: January 2018

**Responsible Officer**

Chief Executive Officer of Healthwatch Cambridgeshire