

# 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
- Hunts Forum Fire Safety 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. In times of office disruption or change of working circumstances the office risk assessment will be reviewed on a regular basis and emailed to all staff. Where a risk to staff or visitors has been identified a further HSE risk assessment will be completed and retained for a set period according to the risk.

Templates used by staff include:

- Health and Safety Check List for Events
- Health and Safety Large event risk assessment
- Risk Assessment for office working
- Covid 19 risk assessments for office
- Covid 19 risk assessments for face to face meetings

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: May 2021

**Responsible Officer**

Chief Executive Officer of Healthwatch Cambridgeshire and Peterborough