Policy No: CCSP05 **Cannock Chase Shed**

Health and Safety Policy

This is the statement of health and safety policy and arrangements for: Cannock Chase Shed

Health & Safety Officer	Has overall and final responsibility for health and safety in the Shed.
The Day Supervisor(s)	Has day-to-day responsibility for ensuring practice of this policy in the Shed.

Statement of General Policy	Responsibility of	Action/Arrangements
Prevent accidents and cases of ill-health arising from Shed activities by managing the health and safety risks in the Shed.	All Trustees	Risk analyses carried out and collated in CCSP13 results spreadsheet and CCSP17 Risk Management Plan.
Provide clear instructions and information, and adequate training, to ensure Shedders act in a safe manner.	All Trustees	Induction programme for new members with ongoing instruction on non-familiar machinery
Engage and consult with Shedders on health and safety conditions when necessary.	All Trustees	New equipment, hazardous substances, or PPE reviews and instruction where appropriate by competent personnel.
Implement and display clear details of emergency plans and procedures – evacuation in case of fire or other significant incidents.	All Trustees	Notices inside shed workshops. Emergency procedures communicated during induction process.
Provide and maintain Personal Protective Equipment and ensure it is used where appropriate.	All Trustees	3 Monthly Inspection and replenishment if required. Risk Analyses indicate where PPE is to be used.
Maintain safe and healthy conditions, maintain equipment and machinery, and ensure safe storage.	All Trustees	Tri-monthly electrical equipment inspections. All shedders to inspect equipment before use. Dust filtration equipment

This Health and Safety policy is displayed at:	On shed wall
First aid box is located at:	Next to kitchen sink
Accident log is located at:	Next to kitchen sink
Fire assembly point is:	Museum coach park or Enterprise Centre outside cafe
Regular inspections matrix is displayed at:	On shed wall
Defibrillator location:	On shed wall at Museum. Outside Reception at Enterprise Centre
Signed: Barry James	Updated: November 12th 2023

To be displayed on shed wall