



This is the statement of general policy and arrangements for:		Action 4 Support CIC
Sally Gaeta – MD Action 4 Support West Wight Timebank founder and coordinator		has overall and final responsibility for health and safety
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace Working safely during the Coronavirus (Covid -19) outbreak	Sally Gaeta Sally Gaeta	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) From March 2020 when Covid 19 caused lockdown, all Timebanking activities were suspended, apart from the plastic refill scheme undertaken from members garage following a risk assessment. All activities relating to helping others at this time were run through the WWSCC hub externally but still involving Timebank members. In May 2020 the Timebank box scheme started with risk assessments implemented. The allotment, weekly walks and individual outside transactions were started again in July 2020. All have regularly reviewed individual risk assessments undertaken by the Timebank coordinator.
Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work	Sally Gaeta	Timebank members and sessional workers are given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment.

Action 4 Support, Lavender Cottage, Main Road, Newbridge, Isle Of Wight, PO41 0TX
Tel: 07872 304 294 Email: info@action4support.co.uk Website: www.action4support.co.uk

Action 4 Support CIC Company Number: 11307451





		Covid -19 specific information given to all members taking in part in the box scheme, the walking group and allotment.
Engage and consult with members on health and safety conditions	Sally Gaeta All staff and volunteers	<p>Timebank members and sessional workers routinely consulted on health and safety matters as they arise. Members have a template of a risk assessment for their own use if undertaking any Timebank exchanges.</p> <p>Covid -19 specific overall risk assessments are undertaken by the Timebank coordinator for any time transactions or Tmebank schemes following current Government guidelines.</p> <p>Protocols for all activities are shared with all members and sessional workers as follows</p> <p>Due to Covid-19 all Timebank members are required to observe the following:</p> <p><u>Please do not come to a Timebanking exchange or scheme if you have any Covid-19 symptoms.</u></p> <ol style="list-style-type: none"> 1. Please wash your hands regularly for 20 seconds before, during and after any Timebanking activities, and use anti-bacterial gel as required. 2. Maintain safe distancing (of 2 metres) in all Timebanking transactions 3. Wear face coverings for any 1-1 transactions if unable to maintain 2 metre rule 4. Face coverings remain optional (August 2020) for outside transactions if 2 meter rule adhered to 5. Outside transactions will not have more than 6 members at any one time

Action 4 Support, Lavender Cottage, Main Road, Newbridge, Isle Of Wight, PO41 0TX
 Tel: 07872 304 294 Email: info@action4support.co.uk Website: www.action4support.co.uk

Action 4 Support CIC Company Number: 11307451





		<p>participating</p> <p>6. Use sanitising spray and paper towel (provided by coordinator) to wipe down any items used when taking part in a Timebank exchange and take the paper away with you when you leave.</p> <p>7. Wear disposable gloves if handling any goods for the Timebank box scheme</p> <p>These protocols will minimise the risk of any member catching Covid -19 however The Timebank cannot guarantee that members will not do so, so all activities are undertaken at the members own risk.</p>
Implement emergency procedures – evacuation in case of fire or other significant incident.	Sally Gaeta	<p>Escape routes well signed and kept clear at all times. Evacuation plans are discussed with all Timebank members and sessional workers wherever they are undertaking any paid or unpaid work for the Timebank and Action 4 Support.</p> <p>Particular note is made at the Timebank allotment, the garden at Lavender cottage and walking groups of up to 6 people</p>
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Sally Gaeta	<p>Toilets, washing facilities are reported if unsatisfactory in any of the venues that Action 4 support work.</p> <p>The Timebank electric bike has its own risk assessment and form for each member to complete before using.</p> <p>Storage of goods for jam making for the box scheme follows members undertaking a</p>

Action 4 Support, Lavender Cottage, Main Road, Newbridge, Isle Of Wight, PO41 0TX
 Tel: 07872 304 294 Email: info@action4support.co.uk Website: www.action4support.co.uk

Action 4 Support CIC Company Number: 11307451





		food hygiene course, observing safe handling practices following Covid-19 .
--	--	---

Signed: * (Employer)	<i>S. J. Gaeta</i>	Date:	<i>23/10/18</i> <i>Reviewed and updated 24/08/2020</i>
----------------------	--------------------	-------	---

Health and safety law poster is displayed at (location)	On the shed door at the Timebank allotment given courtesy of WW nursery school
First-aid box is located:	At Lavender Cottage when used for box scheme sessions Taken in back pack for Timebank walks
Accident book is located:	In the shed at the allotment. At Lavender cottage

Action 4 Support, Lavender Cottage, Main Road, Newbridge, Isle Of Wight, PO41 0TX
 Tel: 07872 304 294 Email: info@action4support.co.uk Website: www.action4support.co.uk

Action 4 Support CIC Company Number: 11307451





Action 4 Support, Lavender Cottage, Main Road, Newbridge, Isle Of Wight, PO41 0TX
Tel: 07872 304 294 Email: info@action4support.co.uk Website: www.action4support.co.uk

Action 4 Support CIC Company Number: 11307451

