



### **Health and Safety Policy**

Hainworth Wood Community Centre (HWCC) regards the promotion of health and safety within its organisation as an essential part of its responsibilities.

HWCC will do all that is reasonably practical to prevent personal injury and damage to property and to protect everyone from foreseeable hazards, including the public insofar as they come into contact with HWCC or its services.

It is our general policy to keep visitors, contractors and users of the community centre safe and well while in and around the premises

#### **It is the responsibility of the Board of Trustees to:**

- Provide and maintain safe and healthy working conditions in accordance with the relevant statutory requirements
- Ensure that articles and substances purchased for use have been so designed and constructed as to be safe and without risk to health and that full information is made available by the suppliers where additional safety precautions are required

HWCC will seek to pay ongoing attention to all aspects of safety by:

- Making regular risk assessments
- Engaging and consulting members, volunteers, staff and users on safety matters
- Ensuring that emergency procedures are in place and known to all persons using the premises including evacuation in case of fire or other significant incident
- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
- Maintain a safe and healthy working environment, provide and maintain plant, equipment and machinery and ensure safe handling, storage and use of substances



HWCC will ensure that all members, volunteers, staff and users are made aware of its policy with regard to health and safety in one or more of the following ways:

- Display of this policy and The Health and Safety Law poster on the notice board
- Trustee, staff and volunteer induction / training
- Sharing of the policy with any users/ hirers of the building

The nominated trustee for Health and Safety is: Rana Begum

The policy was agreed on 17<sup>th</sup> January 2022 by a meeting of the Board of trustees.  
Date of next review: June 2022.



## **Supplementary procedures**

### **Risk assessment**

Risk assessments will be undertaken by the responsible person for any group or activity at the centre.

The findings of the risk assessments will be reported to the nominated trustee one week before the activity is due to take place, or for regular activities at the start of each term/year as applicable.

Any further actions required to remove/control risks will be advised to the responsible person at least 3 working days before the start of the activity .

The responsible person will be responsible for ensuring the action required is implemented.

Assessments will be reviewed every 6 months by the responsible person or when the work activity changes, whichever is soonest and any changes in the written risk assessment provided to the nominated trustee.

### **Accidents, first aid and work-related ill health**

The first aid boxes are kept in the KITCHEN and in the OFFICE

The appointed person(s)/first aider(s) are Rana Begum

All accidents, significant health and safety incidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the OFFICE

The nominated trustee is responsible for ensuring reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies and to trustees.

Reports will be shared regularly to trustees and no later than the next Board meeting.

### **Emergency procedures – fire and evacuation**

The nominated trustee is responsible for ensuring a fire risk assessment is undertaken, implemented and reviewed annually.

Escape routes are checked regularly by Rana Begum.

Fire extinguishers are maintained and checked by Abid Hussain, AWS every year.

Alarms are tested by a trustee/ volunteer every week.

Emergency evacuation drills are the responsibility of the responsible person for each group /activity and will be organised at least every term.

A Fire Drill Procedure is on display on the noticeboard.