

## Health & Safety Policy

This Policy statement applies to anyone volunteering or working on behalf of Chard Community Hub CIC.

### Part 1: Our Statement of General Policy is:

To provide adequate control of the health & safety risks arising from our work.  
 To consult with volunteers and beneficiaries on matters affecting their health & safety.  
 To provide and maintain safe premises and equipment.  
 To ensure the safe handling and use of substances.  
 To ensure all volunteers are competent to do their tasks, to give them adequate training.  
 To prevent accidents and cases of work-related ill health.  
 To maintain safe and healthy working conditions.  
 To review and revise this policy as necessary at regular intervals.

### Part 2: Responsibilities

#### 1. Overall responsibility for Health & Safety is that of:

Serena Wootton - Secretary

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#### 2. Day to Day responsibility for ensuring this policy is put into practice is

Serena Wootton & The Centre Manager

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#### 3. To ensure health & safety standards are maintained/improved, the following people have responsibility to check and manage in the following areas:

Name	Responsibility
Outdoor activities	Serena Wootton
Safeguarding	Jenny Kelly
Building maintenance	Roz Hall & Centre Manager
Arts & Crafts & Events	Tessa Goodridge-Reynolds

Food	Kerry Gaylard
Sewing	Chris Mitchell
Repairs	Adam Loveridge

All the above Volunteers can ask The Centre Manager for help with this paperwork.

#### **4. All volunteers must:**

- **Co-operate with colleagues on health & safety matters;**
- **Take reasonable care of their own health & safety; and**
- **Report all health & safety concerns to an appropriate person (as detailed)**

#### **5. Risk Assessments**

- Risk assessments will be carried out by the lead person for any work area or event using the approved Risk Assessment Sheet.
- The findings of the risk assessment will be reported to the person with that overall area of responsibility.
- Action required to remove/control risks will be approved by a minimum of 2 Directors and should be reported to The Chair and building Manager.
- The lead person for any work area or event will be responsible for ensuring the action required is implemented.
- The person with that overall area of responsibility will check the implemented actions have removed/controlled the risks.
- Risk assessments will be reviewed every 12 months or when the work activity changes whichever is sooner.

### **Part 3: Arrangements**

#### **Consultation with Volunteers and Beneficiaries**

- Volunteers will be consulted through their regular bi-monthly meetings.
- Beneficiaries will be consulted as part of regular feedback requests or by a specially designed one off process.
- Anyone can post comments in the communication post box downstairs, if they do not feel they can or have time to have a face-to-face conversation.

#### **Safe premises and equipment**

Centre Manager & Barney Haydon (Holyrood) will be responsible for

- identifying all premises/equipment needing maintenance.
- for ensuring effective maintenance procedures are drawn up.
- for ensuring all identified maintenance is implemented.

Any problems with premises/equipment should be reported to the Centre Manager

All Directors are responsible for new equipment meeting health & safety standards before it is purchased.

### **Safe Handling and use of substances**

The Centre Manager will be responsible for:

- for identifying all substances which need a COSHH assessment.
- for undertaking COSHH assessments.
- ensuring that all actions identified in assessments are implemented.
- ensuring that all relevant volunteers and beneficiaries are informed about COSHH assessments.
- checking that new substances can be used safely when they are purchased.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is sooner.

Centre Manage carries out a list of checks on a weekly and/or monthly basis. This becomes part of our insurance and risk assessments managing the building and being able to identify any safety issues before they arise.

### **Information, Instruction and Supervision**

The Health & Safety Law poster is displayed on the downstairs corridor notice board. Health & Safety advice is available from Serena Wootton.

The supervision of young volunteers/beneficiaries will be arranged, undertaken, and monitored by Serena Wootton.

### **Competency for tasks and training**

Induction training will be provided for all volunteers.

Job specific training will be provided in house by people with the relevant expertise or by external courses.

Specific Jobs requiring specific training are:

- **First Aiders**
- **Food Team Leads – Food Hygiene Level II**  
**(recommended everyone does this but not compulsory)**
- **Safeguarding Team**

Training records are kept in a locked filing cabinet in the Admin Office

Training will be identified, arranged and monitored by Serena Wootton

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

Health surveillance is required for volunteers doing the following jobs:

- Repairs
- Food Room

First Aid Boxes are kept at Fore St and the Lace Room of the Boden Centre, with check dates, monitored by The Centre Manager and Tessa Goodridge-Renolds. The box in Boden Centre is checked every month by The Centre Manager.

Appointed First Aiders are Serena Wootton, The Centre Manager and Safeguarding Lead.

All accidents and cases of work-related ill health are to be recorded in an accident book located at Fore St and the Lace Room Boden Centre.

Serena Wootton and The Centre Manager are responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

### **Monitoring**

To check our working conditions, and ensure that our safe working practices are being followed:

- The Centre Manager is responsible for investigating accidents.
- The Centre Manager and The Chair are responsible for investigating work-related causes of sickness absence.
- The Chair is responsible for acting on investigation findings to prevent a recurrence.

### **Emergency procedure – fire and evacuation**

Serena Wootton is responsible for ensuring the fire risk assessment is undertaken and implemented at both Fore St and The Boden Centre. Until Fore Street is being used regularly the checks are not needed to be every month.

Escape routes are checked every month by The Centre Manager.

Fire extinguishers are checked and maintained every 12 months.

Lift is inspected every 12 months by the Landlord.

Emergency evacuation will be tested every 6 months. Fire Alarms are tested regularly and tested when beneficiaries are in the building.

**Contact details:**

**Nominated data and personal information lead:** Serena Wootton

**Email:** [swootton@holyrood.bep.ac](mailto:swootton@holyrood.bep.ac)

This policy statement came into force on 15.01.2025.

We are committed to reviewing our policy and good practice annually.

Print Name:

Signed by The Chair on behalf of Chard Community Hub:

Date:

Signed by Serena Wootton:

Date:

Signed by Centre Manager:

Date:

Review Date: 19.11.2025