



Health and Safety Policy for Viabley Community Association

Policy Statement

Under the Health and Safety at Work etc Act 1974 (the HSW Act), we have to ensure, so far as is reasonably practicable, the health and safety of ourselves and others who may be affected by what we do or do not do. It applies to all work activities and premises and everyone at work has responsibilities under it, including the self-employed.

The Management of Health and Safety at Work Regulations 1999 also apply to every work activity and workplace and require all risks to be assessed and, where necessary, controlled.

1. Statement of Intent

This is the Health and Safety policy statement of Viabley Community Association.

Viabley Community Association recognises and accepts its responsibilities under the HSW Act 1974 including the responsibility to:

- Provide and maintain a safe environment with safe and healthy working conditions.
- Provide adequate information, instruction, training and supervision
- Provide and maintain safe plant equipment, including the provision of smoke detection and carbon monoxide detection.
- Prevent accidents and cases of work-related ill health.
- Ensure safe access to and from the places of work and manage health and safety risks in the workplace, including the use of signage to alert users to hot water, electrical cupboards, chemicals and to ensure PAT testing is carried out on electrical equipment.

2. Responsibilities for Health and Safety

Overall and final responsibility for the health and safety policy:

The Trustees of the Association are responsible for the Health and Safety for the organisation and have appointed a Trustee to oversee the policy and tasks have been carried out. This is Jason Fraser.

Day-to-day responsibility for ensuring the policy is put into practice are that of the centre manager – Luan Squire.

Collectively, they are the Management of the Association.

To ensure health and safety standards are maintained/improved, the management team (Trustees and Manager) will be responsible for:

- Carrying out risk assessments, consulting, informing and training of employees/volunteers, general checks for safety and accidents, fire risk assessment and drills, and work-related ill-health.
- Monitoring accident and ill-health investigation, emergency procedures, fire and evacuation.
- Maintaining equipment, information, and logs of any incidents.



- Promoting interest and responsible attitudes towards health and safety matters throughout the association.
- Temperature readings of fridges, water, running taps to avoid bacteria.
- Providing, so far as reasonably practicable, the adequate financial resources to meet these objectives.
- Keeping employees, hirers and volunteers advised as to their responsibilities in respect of health and safety.
- Ensuring adequate welfare and first aid provisions are made
- Notifying the Health and Safety Executive of any notifiable incidents and ensure RIDDOR is completed where applicable.
- Ensuring that all necessary PPE is provided to employees and that instruction is given for use.
- Obtaining necessary certificates for testing, servicing and maintenance of all equipment.
- Assessing DSE or encouraging self-assessment of an individual's DSE to avoid pain, eyesight deterioration and lack of comfort.
- Ensuring that employees carry out health and safety responsibilities allocated to them.
- Checking the building periodically to check for wear and tear and other maintenance issues that may pose health and safety implications.

All Employees/Volunteers should:

- Cooperate with the association, supervisors and managers on health and safety matters.
- Take reasonable care of their own health and safety.
- Take care of the health and safety of all members of the public who may be affected by his/her actions or omissions whilst engaged in activities or events organised by the Association.
- Report all health and safety concerns to an appropriate person (as detailed above.)

The same precautions should be observed when working from home.

Personal Safety and Lone Working

The Association will provide measures such as procedures for securing the building, equipment (including but not limited to a torch or high vis jacket) holding ICE details and carrying out adequate risk assessments when an employee/volunteer or Trustee is lone working.

All lone workers will adhere to procedures and policies in place to ensure their own personal safety.

No employee/volunteer/Trustee is to stand on anything but a stepladder to reach items or replace low level light bulbs. Chairs or other furniture must not be used.

Hirer' Responsibilities

Every hirer MUST:

- take care of his/her safety during hire.
- in accordance with this policy and the Conditions of Hire, take care for the health and safety of all members of the general public who may be affected by his/her actions or omissions, with particular consideration for the needs of children and young persons and the elderly and infirm engaged in their activities.



- comply with all safety instructions.
- co-operate with the Association to enable it to carry out its own responsibilities successfully.
- not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.
- report at the earliest opportunity injuries, accidents or dangerous occurrences during hire in accordance with this policy and the Conditions of Hire.

Visitors and Contractors

Contractors and Visitors are responsible for their own health and safety and should carry out their own risk assessments. They will be responsible for the maintenance and safety of their own equipment and will take care of their working environment, paying particular attention to areas in which there will be movement by the public.

Reviewed: March 2023

Next review: March 2024