

## **HEALTH AND SAFETY POLICY**

### **1. Health and Safety Background**

Health and safety legislation generally applies to employers, self-employed individuals, and employees. The Health and Safety at Work etc. Act 1974 and the regulations made under it apply if any organisation, including a voluntary organisation, has at least one employee.

### **2. The Purpose of Our Policy**

Blacon Community Trust is committed to protecting the health and safety of our volunteers, employees, and those affected by our activities. This policy is intended to help Blacon Community Trust achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This policy will be reviewed at regular intervals to ensure it is achieving its aims effectively and may be amended at any time.

### **3. Who is Responsible for Our Health and Safety?**

All employees, volunteers, and trustees are responsible for health and safety while on Blacon Community Trust business. Health and safety starts with you.

### **4. Responsibilities of All Volunteers and Employees**

All volunteers and employees while on Blacon Community Trust business must:

- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own actions.
- Keep any 'place of work' tidy and hazard-free.
- Wear appropriate personal protection equipment (PPE) for the required task.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with others to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Report all health and safety concerns to the Community Development Manager promptly, including any potential risk or hazard, however minor or trivial it may seem.
- Co-operate in any Blacon Community Trust investigation of any incident or accident which has either led to injury or could have led to injury, in the opinion of the Community Development Manager.

### **5. Responsibilities Relating to Equipment**

All volunteers and employees while on Blacon Community Trust business must:

- Use any equipment as directed by its instructions or operating manual.

- Report any fault, damage, or concern about any equipment to the Community Development Manager.
- Not attempt to repair any equipment unless suitably trained and authorized.
- Not interfere with any equipment.
- Only use equipment for its intended use and nothing else.

## **6. Responsibilities Relating to Accidents and First Aid**

All volunteers and employees while on Blacon Community Trust business must:

- Familiarise themselves with any first aid facilities at any Blacon Community Trust venue, meeting, or 'place of work'.
- Identify any First Aider that may be present at any Blacon Community Trust venue, meeting, or 'place of work'.
- Promptly report any accident involving personal injury, however trivial, to the Community Development Manager so that details can be recorded in an accident book and cooperate in any associated Blacon Community Trust investigation.
- The Community Development Manager is responsible for investigating any injuries and preparing and keeping accident records.

## **7. Responsibilities Relating to Emergency Evacuation and Fire**

On Blacon Community Trust business at relevant locations, all volunteers and employees must:

- Familiarise themselves with any instructions about what to do if there is a fire.
- Ensure they are aware of the location of fire extinguishers and fire exits.
- Comply with any instructions from fire wardens or the fire brigade.
- Co-operate in fire drills and take them seriously.

## **8. On Discovering a Fire While on Blacon Community Trust Business**

All volunteers and employees must:

- Immediately trigger the nearest fire alarm and call 999.
- Only attempt to tackle the fire if trained or competent to do so.

## **9. On Hearing a Fire Alarm While on Blacon Community Trust Business**

All volunteers and employees must:

- Remain calm and immediately evacuate the area or building, walking quickly without running and following any instructions given.
- Leave without stopping to collect personal belongings.
- Stay out of any lifts.
- Remain out of the area or building until notified by a fire warden or fire brigade that it is safe to re-enter.

## **10. Risk Assessments**

On Blacon Community Trust business, where there is a potential to cause harm while carrying out a task, a risk assessment should be carried out before the task commences.

Volunteers and employees who are carrying out a task need to think about what hazards are present that could cause harm to themselves and/or others. While these hazards don't necessarily need to be written down, recording them shows that there has been some thought into the task.

Where hazards are identified, the risk of harm occurring should be assessed, and where necessary, mitigation measures incorporated to prevent it.

When thinking about your risk assessment, remember:

- A hazard is anything that may cause harm; these can be hazards to physical health such as chemicals, electricity, working from ladders, an open drawer, or to mental health.
- The risk is the chance, high, medium, or low, that somebody could be harmed by these and other hazards together with an indication of how serious the harm could be.
- A Risk Assessment must be 'suitable and sufficient', i.e., it should show that:
  - a proper check was made;
  - you asked who might be affected;
  - you dealt with all the obvious significant risks, taking into account the number of people who could be involved;
  - the precautions are reasonable and practicable, and the remaining risk is low.

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work. Insignificant risks can usually be ignored, as can risks arising from routine activities associated with life in general unless the work activity compounds or significantly alters those risks.

Your risk assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks.

### **11. Non-compliance with Blacon Community Trust Health and Safety Rules**

Any breach of our health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in the volunteer or employee being asked to leave Blacon Community Trust and not be allowed to participate in any future Blacon Community Trust business.

### **12. Review and Update**

This policy will be reviewed annually by the Board of Trustees to ensure its effectiveness and compliance with current legislation. Any necessary updates will be made and communicated to all stakeholders.

### **13.Approval**

This Health and Safety Policy was approved by the Board of Trustees on 25<sup>th</sup> September 2024.