



West Heath Community Association

Health & Safety Policy

West Heath Community Association is a registered charity (no: 1124993)
and has limited liability being a company limited by guarantee
registered in England & Wales (no: 06570815)

Health & Safety Policy

This policy will be reviewed on an ongoing basis, every year. West Heath Community Association will amend this policy, following consultations with the Community Centre Manager where appropriate.

Date of last review:

<i>Date</i>	<i>Change</i>
<i>January 2026</i>	<i>New document created.</i>
<i>April 2026</i>	<i>Approved by Board</i>

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1. Policy Statement

Our charity is committed to providing a safe and healthy working environment for all employees, volunteers, trustees, contractors, service users, and visitors. We recognise our legal duty of care under the **Health and Safety at Work etc. Act 1974**, which requires employers to protect the health, safety, and welfare of people affected by our activities.

We will take all reasonably practicable steps to prevent accidents, injuries, and work-related ill health, and to promote a positive safety culture across all our activities.

2. Purpose of This Policy

This policy sets out how we manage health and safety, including:

- Our legal responsibilities
- Roles and responsibilities within the charity
- Arrangements for managing risks
- Procedures for reporting concerns, incidents, and near misses
- How we monitor and review health and safety performance

3. Legal Framework

This policy is informed by the following UK legislation and guidance:

- **Health and Safety at Work etc. Act 1974** – employer duty of care
- **Management of Health and Safety at Work Regulations 1999** – requirement to carry out “suitable and sufficient” risk assessments
- **HSE guidance on preparing a health and safety policy**

4. Scope

This policy applies to:

- Employees
- Volunteers
- Trustees
- Contractors
- Visitors and service users

It covers all charity activities, including:

- Work carried out in our buildings
- Off-site events and community activities
- Home working
- Lone working
- Travel for work purposes

5. Responsibilities

5.1 Trustees

The Board of Trustees of West Heath Community Association hold ultimate responsibility for ensuring compliance with health and safety law. They will:

- Approve and review this policy
- Ensure adequate resources are available
- Promote a positive safety culture
- Ensure risk assessments are completed and reviewed

5.2 Centre Manager

The Centre Manager is responsible for day-to-day implementation. They will:

- Identify hazards and complete risk assessments
- Ensure staff and volunteers receive appropriate training
- Maintain safe systems of work
- Ensure incidents are reported and investigated
- Communicate health and safety information clearly

5.3 Employees and Volunteers

Everyone working with the charity must:

- Take reasonable care of their own health and safety
- Follow safety procedures and training
- Report hazards, incidents, and near misses promptly
- Use equipment safely and as instructed
- Cooperate with managers to maintain a safe environment

6. Risk Assessment

We will carry out “suitable and sufficient” risk assessments for all activities, as required by law. These will consider:

- Physical hazards (slips, trips, manual handling, equipment)
- Environmental hazards (fire, temperature, building safety)
- People-related risks (vulnerable adults, children, public-facing work)
- Lone working
- Home working
- Event-specific risks

Risk assessments will be reviewed:

- Annually
- After any incident
- When activities or environments change

7. Arrangements for Managing Health & Safety

7.1 Training

We will provide appropriate training for staff and volunteers, including:

- Induction training
- Fire safety
- Manual handling (where relevant)
- Lone working procedures
- Safeguarding (where relevant)

7.2 Communication & Consultation

We will:

- Share this policy with all staff and volunteers
- Consult workers on health and safety matters
- Provide clear signage and written guidance
- Encourage open reporting of concerns

7.3 Incident Reporting

All accidents, incidents, and near misses must be reported immediately.

We will:

- Record incidents in an accident book
- Investigate causes
- Take corrective action
- Report RIDDOR-reportable incidents where required

7.4 First Aid

We will ensure:

- Adequate first aid provision
- Trained first aiders (where appropriate)
- First aid kits are stocked and accessible

7.5 Fire Safety

We will:

- Conduct fire risk assessments
- Maintain alarms and extinguishers
- Provide evacuation procedures
- Carry out regular fire drills

7.6 Safe Use of Equipment

We will ensure:

- Equipment is maintained and inspected
- Only trained individuals use specialist equipment
- Electrical items are tested (PAT testing where required)

7.7 Lone Working

Lone workers will follow the charity's lone working procedures, including:

- Check-in systems
- Avoiding high-risk tasks when alone
- Carrying a charged mobile phone

7.8 Home Working

Home workers will receive guidance on:

- Safe workstation setup
- Breaks and wellbeing
- Reporting concerns

8. Welfare & Wellbeing

We recognise our responsibility to support the physical and mental wellbeing of staff and volunteers. We will:

- Encourage regular breaks
- Promote a supportive culture
- Provide access to wellbeing resources
- Address stress risks through risk assessment

9. Monitoring & Review

We will monitor health and safety performance through:

- Incident reports
- Feedback from staff and volunteers
- Regular inspections of premises
- Annual policy review

This policy will be reviewed annually or sooner if required by changes in legislation or charity activities.

10. Related Policies

- Safeguarding Policy
- Lone Working Policy
- Fire Safety Procedures
- Risk Assessment Procedures
- Volunteer Handbook