

Honor Oak Community Centre Association

Health & Safety Policy

Honor Oak Community Centre Association (HOCA) manages the Honor Oak Community Centre as a charitable facility for the benefit of the wider community. The Association is governed by a board of trustees, which has responsibility for the implementation of this policy and for the safety and well-being of staff, Centre users and visitors, including external contractors.

The Centre is accessed by various members of staff, contractors and Centre users seven days a week, including Bank Holidays, at all hours.

Through the way we work and behave, all our people and partners will be protected from risks of occupational injury or ill-health

Statement of general policy	Action/arrangements
To prevent accidents and work-related ill-health and to provide adequate control of health and safety risks arising from activities connected with the Centre.	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if conditions change.) Responsibility of: Trustees
To provide adequate training to ensure staff are competent to undertake their tasks safely and with minimal risk to the health or safety of themselves and those nearby.	Staff, volunteers and sub-contractors given necessary health and safety induction and provided with appropriate training (including lifting, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover staff engaged in work off-site and/or lone working. Responsibility of: Centre Manager and the leaders of each user group and/or tenant group.
To engage and consult with staff and partner organisations on day-to-day H&S conditions and provide advice and supervision on occupational health.	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. Responsibility of: Centre Manager
To implement emergency procedures – evacuation in case of fire or other significant incident	Escape routes well signed and kept clear at all times. Evacuation plans are tested at least twice a year and updated as necessary. Responsibility of: Centre Manager
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .) Responsibility of: Centre Manager

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AWARENESS: All our people and partners have an awareness and understanding of health and safety hazards and risks that affect our business.

COMPETENCE: All our people and partners have the competence to undertake their work with minimum risks to health and safety.

COMPLIANCE: Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks

EXCELLENCE: The Association will be recognised for the way it manages health and safety.

Health and safety poster is displayed: **In Foyer**

First-aid box and accident book are located: **In reception office**

Additional First Aid kit kept in Kitchen

Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923

Signed: Trustee:	Date:
Signed: Trustee	Date:

Date for review: **March 2018**

Subject to review, monitoring and revision: Every two years or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment.