

HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for: Sedbury Space, 11 King Alfreds Road

Susan Riordan
Sedbury Space, Health and Safety Officer **has overall and final responsibility for health and safety**

Lee Durbin
Sedbury Space Committee Chair **has day-to-day responsibility for ensuring this policy is put into practice**

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the Centre	Sedbury Space H&S Officer	Risk Assessment to be carried out before and after renovations. Confirm gate keys are on hook by back door.
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their duties.	Susan Riordan, H&S Officer and Centre Manager	All Volunteers to be provided with, First Aid Training to a level of EFAW or above, Food Hygiene & Safety Training to a level 2 as recommended by environmental health professional, level 1 to be used as 3 year refresher, Health and Safety Awareness Training or above. Fire awareness training to a level 1 or above.
Engage and consult with Volunteers on changes to health and safety conditions for Sedbury Space.	H&S Officer, Sedbury Space Committee Chair, Centre Manager	Arrange regular meetings with volunteers and discuss any changes/concerns
Implement emergency procedures – evacuation in case of fire or other significant incident.	On duty Competent Person/Centre Manager	Volunteers decide who will be the competent person for that day, that person will be required to complete an attendance register which will be checked if an evacuation is required. The competent person will also be required to check first aid equipment and be the First Aider on Duty and will be required to complete an incident/accident report if an incident/accident has happened. All volunteers will be required to wear a reflective armband (volunteer) so identification of staff can be easily recognizable. The duty competent person, will wear a High Visibility Waistcoat/coat stating person in charge or any other identifiable writing for the emergency services to report to.
Maintain safe and healthy working conditions, provide and maintain electrical equipment and to a good working order. Check firefighting extinguishers are in good working order after each event and ensure safe storage/use of chemical substances.	On duty Competent Person. H&S Officer Centre Manager	Check condition of any fire extinguishers as per training Check all electrical equipment is in good condition and working order, if not do not use and report to any Sedbury Space Committee member All Kitchen Appliances and electrical equipment to be checked before any user groups are allowed to use them.

	Any other volunteer appointed by the above who then record and reports findings.	All Checks will be required to be entered into a recording system, by the person in charge of that duty for due diligence purposes, At least one recording per open session.	
No Young person/s under 16 to be allowed into the kitchen area without adult supervision at all times. Electrical equipment/cooker not to be used by young person/s under the age of 16 unless supervised by an adult/competent person with level 2 food safety certificate.	On duty Competent Person. User Groups	User group Organizers are responsible for their own supervision of any young person's/elderly persons when using the centre The Centre committee will only be responsible for the use of the centre when volunteers of Sedbury Space are in control of the activity. All user groups to be provided with a copy of the centre policy All user group to sign to say they have read and agreed with this policy.	
Signed: <i>S Riordan</i>	Susan Riordan	Date:	July 2024 Review Date: July 2025

You should review your policy if you think it might no longer be valid, e.g if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Servery wall
First-aid box is located:	Main Room wall
Accident/Incident book is located:	Main Room wall
Fire Escape keys are located	Door frame hook by back door
High viz vest and clipboard for fire evacuation	Main room wall