

Policies & Procedures			
REFERENCE	HEALTH & SAFETY POLICY		
PROTECTIVE MARKING	Not protectively marked		
PORTFOLIO	CEO		
OWNER	Board of Trustees		
START DATE	August 2015 or as legislation changes		
REVIEW DATE	August 2018		
THIS POLICY REPLACES:	All previous issues		
VERSION	DATE	REASON FOR AMENDMENT	AMENDED BY
2.0	August 2015	Reviewed	T Napier Facilities Manager

The Maple Centre
 6 Oak Drive
 Huntingdon
 Cambridgeshire PE29 7HN

Registered Charity number 1114926
 Company Limited by Guarantee
 5795877

1 Policy

This policy applies to all Hunts Forum of Voluntary Organisations (hereinafter referred to as Hunts Forum) staff, trustees, service users, volunteers and those working or present on Hunts Forum premises. For the purpose of this policy trustees, volunteers and individuals in work placements will be regarded as “staff” and any property let, leased, licensed to and/or managed by Hunts Forum will be regarded as “premises”.

The overall responsibility for Health and Safety lies with the CEO.

Training will be provided to all staff commensurate with their duties. We will adopt a minimum standard whereby all staff will receive introductory training in Health and Safety and Fire Awareness. Additional training will be considered dependent on role.

1.1 Policy Review

This Policy is a living document and will be reviewed and updated following any changes to the law or personnel, whichever is the sooner.

2 Risk Assessment

We will have a balanced approach to risk assessment in all of our work. We wish to make it clear that we understand that people with disabilities are more likely to be victims of **violence and abuse**. We will therefore make sure that all staff, if required, are involved in their risk assessments and that these assessments are conducted in a spirit of openness, honesty and mutual respect.

Hunts Forum will make arrangements for the assessment and management of risk each time they undertake a new task/training session/new venue usage. For example: if we are to use a new venue then this demands a building risk assessment. It is impossible for our procedures to be able to cover all eventualities; it is therefore the stated aim of Hunts Forum to provide sufficient tools in terms of procedures, and sufficient training and management to make sure that all our activities can be conducted in a safe way. We must rely on the professionalism, diligence and good sense of all our staff at all times.

3 Procedures authorised by this policy

Hunts Forum has decided that it is not adequate to have a single Health and Safety Procedure to cover all aspects of Health and Safety. We have therefore decided to have a suite of Health and Safety Procedures which allow for sufficient specific detail and can be reviewed as and when the internal and external environments dictate. Procedures are available that cover our responsibilities around:

- Lone working (including lone working risk assessment)
- Stress in the Workplace (Health & Wellbeing)

- Display Screen Equipment (including DSE assessment for all regular users)
- COSHH
- Accidents
- Fire
- Building Risk Assessment

4 Roles and responsibilities:

This policy document was signed off by the Board of Trustees of Hunts Forum as an adequate means of satisfying those legal obligations incumbent on the Board of Hunts Forum

Health & safety is everyone's responsibility, however the Board has assigned responsibility for the day to day application as below:

Job Title	Responsibility
Chief Executive Officer	<ol style="list-style-type: none"> 1. Overall responsibility for health and safety matters within the organisation 2. Make necessary provision for resources to be provided to allow the function to be carried out 3. Periodically assess the performance of the organisation in health and safety matters in the light of reports, statistics etc. presented to them and take necessary action 4. Allocation of responsibility for health and safety within The Maple Centre to the Maple Centre Manager 5. Monitor management systems, at least annually or upon a major change in legislation or circumstances, and the updating of Hunts Forum's Health & Safety Policy. 6. Lead and co-ordinate organisation-wide action on health and safety matters as per policy 7. Ensure systems exist for all employees to have access to Hunts Forum Health and Safety policy and supporting manuals
All employees	<ol style="list-style-type: none"> 1. Will read and understand Hunts Forum's Policies and Procedures and confirm they have done so 2. Will observe and abide by any safety rules laid down and undertake training as directed 3. Will report any hazards observed to the CEO/Maple Centre Manager or deal with them themselves as appropriate 4. Will take reasonable care of themselves and others who may be affected by their actions 5. Will not misuse or interfere with anything provided for health and safety welfare

5 Relevant Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 1994
- Plugs and Sockets Regulations 1994
- Health and Safety (First Aid) Regulations 1992
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992 (amended 2002)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2011
- Gas Safety (Installation and Use) Regulations 1998
- The Personal Protective Equipment at Work Regulations 2009
- Health and Safety (Display Screen Equipment) Regulations 1992
- Disability and the Equality Act 2010, including the Disability Equality Duty in the Disability Discrimination Act 1995
- Regulatory Reform (Fire Safety) Order 2005
- The Health Act 2009

The Board delegate the day to day management of these policies and procedures to the Chief Executive of Hunts Forum.

This delegation will be monitored through a standard agenda item of 'Organisational Health and Safety Issues' at all Board meetings.

Ratified on: August 2015

Signed:
Chair of Hunts Forum

To be reviewed August 2018 or as legislation changes