



Health and Safety Policy Health and Safety at Work Act 1974

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1. Policy Statement

Doddridge Centre Ltd (incorporating St James Community Centre) accepts its responsibilities under the 'Health and Safety at Work' Act 1974. We will ensure the risks to the health and safety of employees, visitors and others affected by our business operation are as low as is reasonably practicable.

Our statement of general policy is:

to provide adequate control of the health and safety risks arising from our work activities

to consult with our employees on matters affecting their health and safety

to provide and maintain safe plant and equipment

to ensure safe handling and use of substances

to provide information, instruction and supervision for employees

to ensure all employees are competent to do their tasks, and to give them adequate training

to prevent accidents and cases of work-related ill health

to maintain safe and healthy working conditions

to review and revise this policy as necessary at regular intervals.

Where the word "employee" is used, this should be taken to include volunteers and secondees.

Doddridge Centre Ltd and its employees all have responsibility under the Health and Safety at Work Act 1974 to work safely and not to endanger others or themselves by committing or condoning unsafe actions – please remember your personal responsibilities and encourage your colleagues to do likewise.

Signed: Graham Croucher
Chair of Trustees



Date: 10th December 2021

Review Date: December 2022

2. Structure and Responsibilities

Doddridge Centre Ltd accepts responsibility for the health and safety of its employees as far as reasonably practicable.

a. Overall and final responsibility for health and safety is that of:

- The Trustees

b. Day-to-day responsibility for ensuring this policy is put into practice is delegated to **the Health and Safety Officer**, who is:

- The Centre Director

The Health and Safety Officer will keep a record of all safety issues brought to his/her attention and the action taken.

c. All employees should:

- co-operate with the Trustees and the Centre Director on health and safety issues
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to the Chair of Trustees or the Centre Director.

3. Risk Assessments

a. Risk Assessments will be carried out by:

- The Centre Director and trained staff and volunteers

b. The findings of the risk assessments will be reported to:

- The Chair of Trustees

c. Action required to remove/control risks will be approved by:

- The Centre Director (and Trustees as necessary)

d. Responsibility for ensuring the action required is implemented, and that the implemented actions have removed/reduced the risks, lies with:

- The Centre Director

e. Assessments will be reviewed annually or when the work activity changes, whichever is sooner.

4. Consultation with Employees

The Health and Safety Officer and the Chair of Trustees will ensure as far as reasonably practicable that monitoring and consultation is carried out and that arrangements are made for promoting and co-ordinating Health and Safety procedures.

Consultation between the Trustees, Centre Director and employees is by means of:

- Monthly team meetings
- Staff supervision
- Appraisal.

5. Safety of Equipment

a. The person responsible for maintenance of equipment is:

- The Centre Director

Any problems found with equipment should be reported to a senior member of staff.

a. Maintenance procedures will be prepared by:

- The Centre Coordinators

Equipment will be regularly checked for damage or wear and tear, and any damaged items will be removed / replaced. Electrical equipment will be checked annually.

a. The person responsible for ensuring effective maintenance procedures are implemented is:

- The Centre Director

a. The responsibility for ensuring as far as reasonably practicable that new equipment meets health and safety standards before it is purchased lies with:

- The Centre Director.

6. Control of Substances Hazardous to Health (COSHH)

a. The person who will identify all substances which need a COSHH assessment, and will carry out the COSHH assessments, is:

- The Doddridge Centre Caretaker

- b. Responsibility for ensuring as far as reasonably practicable that all actions identified in the assessments are implemented lies with:
 - The Centre Director
- b. New substances will be checked for safe use by:
 - The Doddridge Centre Caretaker
- d. Assessments will be reviewed annually or when the work activity changes, whichever is sooner.

7. Information, Instruction and Supervision

Health and Safety advice is available from:

- The Centre Director or www.hse.gov.uk

8. Training

- a. Induction training will be provided for all employees by:
 - The Centre Director or his / her representative
- b. Training will be identified and monitored by:
 - The Centre Director
- c. Training will be arranged by:
 - The Centre Director or Centre Coordinators

Any updates or changes to these arrangements will be discussed at team meetings and supervision sessions. Employees will be offered further health and safety training to support identified needs appropriate to their work tasks. Training records are kept in the individual's personnel file and in the staff training file.

9. First Aid

- a. The first aid box is located in the Doddridge Centre Caretakers Office for Doddridge and a second first aid box in the kitchen, signs are displayed in all rooms advising on first aid procedures; and in the communal kitchen for St James Community Centre
- b. The person appointed to take charge of first aid arrangements is:
 - The Centre Director and trained staff members

- c. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Doddridge Centre Administration Office for Doddridge and in the communal kitchen for St James Community Centre
- d. All accidents and work-related ill health, diseases and dangerous occurrences will be reported to the appropriate authorities by:
 - The Centre Director

The appointed first aiders are: None

10. Monitoring and Review

- a. To check our working conditions and practices are being followed we will:
 - Review the policy annually or alternatively:
 - in the light of any changes in regulations/legislation
 - if there are any significant alterations to the premises, or a change in the location of the premises
 - in response to the results of monitoring and risk assessments
 - in the light of any incidents or accidents which may have occurred.
- b. Investigation of accidents and work-related causes of sickness will be conducted by:
 - The Centre Director
- b. Responsibility for acting on investigation findings to prevent a recurrence lies with:
 - The Trustees
- d. All staff should carry out regular DSE assessments to ensure that their work spaces, both when working from home and the office are sufficient and fit for purpose.

11. General Office Security

Before allowing visitors into the premises, employees should check who they are and that they have a pre-arranged appointment or other valid reason for visiting

When working alone in the premises, employees are advised to keep the front entrance door locked and must follow the Lone Working Policy.

12. Emergency Procedures – Fire and Evacuation

The person/ s responsible for carrying out the fire risk assessment and actions arising from it is:

- The Chair of Trustees and Centre Director

Escape routes are checked by

- Centre Caretakers

Fire extinguishers are maintained and checked annually by:

- Northants Fire

Alarms are tested every Friday (or on an otherwise agreed day but no less than weekly) by:

- The Centre Coordinator and Doddridge morning caretaker
- The St James Centre Caretaker

Emergency evacuation will be tested at least once a year by:

- The Centre Director and nominated staff members

All employees should:

- co-operate with the Trustees and The Centre Director on fire safety issues
- not interfere with any equipment provided for fire safety
- not block, restrict or endanger access to the fire extinguishers or exit route
- keep fire doors closed
- follow the written locking up procedures when vacating the office, including switching off electrical equipment as directed.

Authorised on behalf of the Executive Committee

Signed: Graham Croucher Chair of Trustees

Dated: 10/12/21



Policy valid until:

December 2023

Policy to be reviewed on:

December 2022