Selsey Community Forum

Health & Safety Policy

Aim

Selsey Community Forum aims to provide and maintain safe and healthy working conditions, equipment, and systems of work for its staff, volunteers and trustees as well as service users and the general public.

Legislation

The Health and Safety at Work Act 1974 lays down wide-ranging responsibilities of employers to protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including the general public.

Regulatory Reform (Fire Safety) Order 2005 requires that premises meet specified standards and that employees are provided with adequate fire safety training. In addition, the order requires that a fire risk assessment has taken place to identify and eliminate risks and that procedures are in place to report and rectify fire safety problems. Smoking is not permitted within an enclosed workplace or public building

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The Food Safety Act 1990 provides the framework for all food legislation; the main requirements are:

- Food must not be treated in any way which might be damaging to the health of people eating it.
- Items served or sold by food businesses is of the nature, substance or quality which consumers would expect.
- Packaged food is labelled, advertised and presented in a way that is not false or misleading.
- Information is to be provided about any allergens in food and account taken of the need for staff training in the handling and storing foods considered to be allergens.

Responsibilities

Selsey Community Forum's trustees have overall responsibility for implementing Health & Safety Policies. Staff and volunteers are responsible for carrying out those policies. However, it is important that staff, volunteers and service users are made aware of their own personal responsibility to behave in a safe way that isn't likely to cause harm or damage to any other person or property. It is also important to recognise that vulnerable adults may have a cognitive impairment that can prevent them from maintaining their own safety; in these situations staff, volunteers and carers will have a 'duty of care' to ensure that person's safety.

In discharging responsibilities under Health & Safety legislation, Selsey Community Forum trustees are to ensure that:

- Risk Assessments are carried out during the planning for all new projects and are to be reviewed in the light of any changes or, at least, annually for existing projects. The assessments are to include the suitability of the proposed venue and its evacuation arrangements.
- The Fire Brigade are invited to undertake an initial and, subsequently, annual fire risk assessment of any property occupied by the Selsey Community Forum or used by it for events or activities.
- Fire evacuation procedures are in place for all Selsey Community Forum premises and any that are used on a regular basis.
- Staff or volunteers involved in the preparation of food are in possession of an appropriate qualification.
- A trained First Aider is present at all events and activities.
- An accident book is kept and used to record any instance of any injury suffered by trustees, staff, volunteers or service users while involved in Selsey Community Forum business at any location. If applicable, the accident should also be recorded in the accident book held at the location of the accident.
- Next-of-kin details are held for all trustees, staff, volunteers and service users.
- Vulnerable service users with cognitive impairment or any service-user needing personal care are supported by a carer or family member.

The Selsey Care Shop

The Selsey Care Shop is currently the only premises for which Selsey Community Forum is directly responsible. A check is to be carried out at least weekly on such properties to ensure:

- Fire Equipment including alarms is serviceable.
- Electrical equipment is safe (visual check only) and its safety certificate is in date.
- Walkways are clear with no trip hazards.
- Kitchen and toilet facilities are in good order.
- Rubbish bins are empty and no rubbish, or combustible materials, are stored.
- First Aid Boxes are checked and replenished as required.

Other Matters

A 'template' is to be made available as part of a Selsey Community Procedure to assist in undertaking risk assessments.

Electrical equipment used by Selsey Community Forum is to be safety tested 2-yearly.

All staff and volunteers are to be provided with appropriate induction training and a handbook providing information and guidance on health and safety.

This policy is applicable to all the activities in which Selsey Community Forum is or becomes involved; it is to be reviewed and updated as necessary at least annually.

Attachment: SCS Regular Safety Checks Form

Issued: July 2019

Selsey Community Forum
SCS Regular Safety Checks Form

Daily Checks

Carry out the checks at the end of each day and initial the appropriate Item/Day.

Item	Mon	Tue	Wed	Thu	Fri	Sat
Bring board and other items into shop						
Turn off Photo Board						
Pull down blind						
Lock cabinet and desk drawers						
Check key hooks						
Switch off electrical items including PC but excluding CCTV, wi-fi and telephones						
Switch off lights						

Weekly Checks

Carry out the checks at the start of each week and initial the appropriate Item.

Item	Initials
Fire Equipment is serviceable and its inspection certificates are in date	
Electrical equipment is safe (visual check only) and that inspection certificates are in date	
Walkways are clear with no trip hazards	
Kitchen and toilet facilities are in good order	
Rubbish bins are empty and no rubbish or combustible materials are stored	
Check first aid box and replenish as required	
Back-up PC	

Add below any notes of action taken or needed: