



# Magor and Undy Community Hub

## Health and Safety Policy

### Statement of Intent

It is the policy of Magor & Undy Community Hub to comply with the terms of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe environment.

Magor & Undy Community Hub's health and safety aim is as follows.

To be aware of all aspects of risk on the site; and to minimise the number of instances of risk, accidents and illnesses.

Magor & Undy Community Hub Trustees recognise and accept their duty to protect the health and safety of all visitors to the site. Any other contractors, people who book / lead sessions (excluding users) would be expected to have their own Health & Safety procedures for the tasks they will be performing. This will be confirmed at the point of awarding a contract for the work or when the booking is made.

All injuries, however small, sustained by any person at the Magor & Undy Community Hub area (including orchard) must be reported to the Hub Manager at the earliest opportunity. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Magor & Undy Community Hub's health and safety policy will be routinely monitored and updated.

Specific arrangements for the implementation of the policy and the personnel responsible will be kept under evaluation and the Chairman of Magor & Undy Community Hub Trustees should sign this statement annually normally on the occasion of the Trustee's AGM.

Signed:..... 

CHAIRMAN of Magor & Undy Community Hub

DATE:.....

**OUR HEALTH & SAFETY POLICY STATEMENT is to: -**

- Prevent accidents.
- Manage health & safety risks at Magor & Undy Community Hub.
- Provide clear instructions, information and adequate training.
- Provide personal protective equipment.
- Consult with our users on matters affecting health & safety.
- Provide and maintain the building and equipment.
- Ensure safe handling and use of substances.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy regularly.

**RESPONSIBILITIES FOR HEALTH & SAFETY**

1. Overall and final responsibility for health and safety: -

Magor & Undy Community Hub Trustees: -

Paul Turner - Chairman

Linda Squire- Secretary

Kevin Wright- Treasurer

Michael Burke

Sian King

Sally Raggett

Hub Manager

2. Day to day responsibility for ensuring the policy is put into practice:

Kari Davies – Hub Manager

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: -

Kevin Wright, Michael Burke - maintaining equipment, information, instruction, and training.

Kari Davies, ensuring those who book the Hub provide risk assessments for review in a timely manner. Day to day management of health safety and wellbeing on site and responsibility for safety, consulting users, accidents and first aid and risk assessments

4. All sub-contractors and business users (excluding class/party users) should: -
- Co-operate with the trustees and manager on health & safety matters.
  - Take reasonable care of their own health and safety and
  - Report all health and safety concerns to [manager@magorandundyhub.org](mailto:manager@magorandundyhub.org)

## **ARRANGEMENTS FOR HEALTH & SAFETY**

### *Risk Assessment*

We will complete risk assessments and take action.

We will review risk assessments when conditions change.

We will ensure a first aid box is available for use for any users and any sub-contractors.

We will ensure that an accident book is available for any users and sub-contractors to record any accidents and 'near misses' and ensure any corrective measures are carried out.

We will ensure that users and sub-contractors are aware that they need to email [manager@magorandundyhub.org](mailto:manager@magorandundyhub.org) to notify the manager of any accidents or 'near misses'.

### *Training*

We will give volunteers/sub-contractors health & safety induction and provide appropriate training for volunteers, trustees and hub manager where appropriate.

We will provide personal protective equipment.

We will make sure suitable arrangements are in place for lone working.

### *Consultation*

We will consult sub- contractors and users on health & safety matters prior to attendance at the site, as they arise during attendance on site and formally when we review health & safety at the Hub.

### *Evacuation*

We will make sure escape routes are well signed and kept clear at all times.

Evacuation plans are tested every six months and updated if necessary.