

# **Midhurst Town Trust - Health and Safety Policy**

## **General statement of intent**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our volunteers and service users, and to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the organisation changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year at a Midhurst Town Trust meeting.

## **Responsibilities**

Overall and final responsibility for health and safety in the organisation is that of the Trustees.

Midhurst Town Trust is responsible for this policy being carried out and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

The clerk is responsible for bringing to the attention of the Trustees deficiencies in safety arrangements.

## **Volunteers**

All volunteers have the responsibility to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Midhurst Town Trust.

## **Accidents**

All accidents are to be reported to Midhurst Town Trust and recorded in the organisation's accident book.

Unusual or unexpected incidents are also to be reported to Midhurst Town Trust and recorded in the accident book for review of current arrangements.

Accident records are located in the First Aid Box.

## **First aid**

The First Aid Box is located in the kitchen area. The clerk is the appointed person responsible for the First Aid Box.

## **Fire safety**

All volunteers will be advised of the fire action procedure and fire exit at their induction.

## **Housekeeping and premises**

Midhurst Town Trust will monitor that:

- standards of cleanliness and hygiene are maintained in kitchen areas
- waste is disposed of safely in appropriate containers
- exits are kept clear and free of obstruction
- equipment in their work area is in good working order.

## **Electrical equipment**

Electrical equipment is inspected bi- annually by a competent electrician.

Faults should be reported to the clerk.

## **Training**

An induction programme with information about Health and Safety arrangements within the organisation will be provided to volunteers. Any updates or changes to these arrangements will be discussed at meetings. Further training relevant to a volunteer's work will be offered.

The Old Town Hall and Market Square are hired out to individuals and organisations through Tall Dog who has the responsibility for hiring and letting. Risk assessments are in place and procedures for Health and Safety explained clients using the Hall and Square.

## **Policy review**

The policy will be reviewed in November 2019 and approved by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

Date this policy was approved by the Board of trustees: