



## Loose Ends Newbury Health and Safety Policy Statement

### **Introduction**

Loose Ends Newbury (LEN) is a CIO charity run by volunteers. We run a drop in service for the homeless and disadvantaged people of Newbury (and surrounding areas). We operate at Newbury Cricket Club (NCC) pavilion on days and times agreed with the club, under license. The fabric of the building is the responsibility of the Newbury Cricket Club. We provide hot meals, non-perishable food supplies, some clothing and tents to those in need.

### **Statement of intent**

The Trustees of Loose Ends Newbury (LEN) has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Trustees uphold this policy and provide necessary funds and resources put it into practice.

The LEN trustees are committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, clients and visitors. The LEN trustees will ensure that risks to volunteers, clients and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Trustees.

### **1. The Responsibilities**

The Trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is **Gill Downs**.

All accidents or unsafe incidents will be investigated by **Gill Downs** on behalf of the Trustees as soon as possible and then to be reported to the Trustees at the next meeting.

The Trustee is responsible for:

- Assessing the risk to the health and safety of volunteers, clients and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises

- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers, clients and visitors to co-operate in ensuring safe and healthy conditions. There are systems of effective communication and consultation with NCC.
- Establishing emergency procedures as required;

## **2. Volunteer Responsibilities**

All LEN Volunteers will ensure that:

- They are aware of the contents of this health and safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Supervisor of the session or Gill Downs or another Trustee at once.
- They record accidents or near misses at work in the accident book kept in the kitchen.
- They are aware of all fire and health and safety procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it.

## **3. Risk Assessments**

The responsible Trustee, will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- change in legislation
- significant change in work carried out
- transfer to new technology

or any other reason which makes original assessment not valid.

#### 4. Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- at a change of role, ie volunteer to supervisor.
- on the introduction of new technology
- when changes are made to NCC
- when training needs are identified during risk assessments.

#### 5. Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the Supervisor, who will report it to the H&S Trustee

If, after investigation, the problem is not corrected in a reasonable time, or the Trustee decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Trustee Chair. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Trustees.

Signature of chair:

Date of signature/ratification of policy (or what date was this policy adopted by the committee)

Date that next review is due:

Date policy reviewed:

Date that next review is due:

Date policy reviewed:

Date that next review is due:

Date policy reviewed: