ELIZABETH HOUSE

Highbury Vale Blackstock Trust

Health and Safety Policy

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HEALTH & SAFETY POLICY

Highbury Vale Blackstock Trust (HVBT) is the registered charity that owns and operates Elizabeth House Community Centre.

Policy Statement

The Highbury Vale Blackstock Trust (HVBT) attaches great importance to the health, safety and welfare of all employees, volunteers, users and all members of the public using facilities provided by us. To this end the organisation aims to ensure that all activities carried out or undertaken by its staff in relation to the work of the organisation, are managed in such a manner to avoid, reduce or control all foreseeable risks to the health and safety of any person(s) who may be affected by such activities to a tolerable level.

HVBT will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it, including:

- Management of Health and Safety at Work Regulations 1999
- The Fire Safety Act 2025
- The Equality Act 2010
- The Health & Safety (Young Persons) Regulations 1997.

The organisation will pay particular attention to the provision of:

- A healthy working environment
- Safe and suitable resources and equipment
- Sufficient training for employees to ensure their ability to comply with Health & Safety regulations and procedures
- First Aid kits in all key spaces of the centre
- Risk Assessments for all aspects of work carried out by the organisation, including lone-working and home visits

Policy Procedures

HVBT is responsible for:

- Assessing the risk to the health and safety of team members, volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations,
- Ensuring that equipment is safe and well maintained,
- Ensuring that staff are sufficiently trained in Health and Safety, including but not limited to, First Aid and Fire Risk, to a level suitable for their role,
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required,
- Providing adequate equipment, and training on how to use that equipment where relevant, to enable staff to safely carry out their work, including, but not limited to: PPE, lifting equipment, ladders,

- Ensuring that all employed members of staff interacting with the public are Disclosure & Barring Service ("DBS") checked and making all volunteers aware of the HVBT Children and Adult Safeguarding Policies,
- Encouraging volunteers and users to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation,
- Establishing emergency procedures as required,
- Putting in place adequate insurance to cover employer's liability,
- HVBT is responsible for the health and safety and maintenance of premises, they have in place sufficient checks, maintenance and servicing schedules.

1. General Duties of all Employees

- To take reasonable care to avoid acts or omissions that may adversely affect the health and safety of yourself and others.
- To co-operate fully with anyone responsible for carrying out health and safety checks.
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment provided for health, safety or welfare.
- To observe health and safety procedures. Failure to do so could result in disciplinary action being taken against staff members.

2. Reporting of Accidents or Incidents

- The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident or incident and any contributing factors, in order to prevent further similar occurrences. All employees and volunteers are required to report all accidents and incidents using the correct reporting form.
- If an accident or incident is reportable to the Health and Safety officer as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or is of a sufficiently serious nature, then the Deputy Centre Manager, or in his/her absence the Project Managers, will ensure that any investigation is carried out by a reasonably competent person.

3. Working Environment

HVBT will strive to provide the optimum conditions within the working environment of employees, with regard to the following areas:

- Temperature – this should be a minimum of 16 degrees Celsius. There is no maximum but the organisation will supply, where necessary, fans or adjustable blinds. Employees working outside in hot conditions will be advised to use sun cream and wear hats and sunglasses to protect themselves from harmful effects of the sun.
- Smoking/vaping – the centre is a non-smoking/vaping building. Smoking is permitted during agreed breaks only. Smoking in front of children or young people accessing the organisation is actively discouraged.
- Disabled Access – wherever possible access to the workplace will be as suitable as possible for any employee with a disability.

4. Training

- Most employees are required to participate in the following training: Health & Safety Awareness, First Aid, Fire Safety and Personal Hygiene/Food Safety. They are also

provided with the opportunity to participate in Control and Restraint training, depending on whether it is necessary for their particular area of work.

- Employees are advised to familiarise themselves with the sensible precautions they should take in order to protect their own health and safety with regard to the use of resources and equipment.
- The Deputy Centre Manager is the designated Health & Safety officer and will receive regular training in this area. In their absence, the Chief Executive will act as Heath & Safety officer.

5. Resources and Equipment

HVBT will strive to provide staff with safe and suitable resources and equipment, with particular regard to the following:

- The Health and Safety Officer will coordinate weekly Fire Alarm Test and monthly checks of emergency lighting as well as ensure all fire exits are maintained and kept clear.
- The Health and Safety Officer will organise regular fire drills.
- Computers and other electronic equipment are tested and meet required standards of safety.
- Portable Appliance Testing will be undertaken every 3 years.
- All employees who drive minibuses as part of their employment are required to have a MIDAS (Minibus Drivers Awareness Scheme) certificate or hold a PCV license if their driving licence does not have the D1 category.
- Wherever possible, HVBT will provide adequate office furniture (desks, seating) to ensure the comfort of employees. Any employee who experiences discomfort as a result of inadequate seating must inform their Line Manager.

6. First Aid Kits

- The First-Aid kids are located in the front office/reception and in the kitchen. It is the responsibility of the Health and Safety officer to ensure that the kits are regularly checked and replenished.
- During the outings organised by HVBT the manager responsible for the project is also responsible for taking a (travel) First Aid kit and checking it prior to a trip.

7. Risk Assessments

- It is the responsibility of the Deputy Centre Mange to ensure that a risk assessment for the centre is carried out and reviewed on an annual basis.
- It is the responsibility of each Project Manager to ensure that risk assessments for all projects managed by HVBT are carried out and reviewed on a regular basis.
- All activities and events run by the HVBT (After School Club, Holiday Playschemes, Youth Club, Food Hub, Blue House Club) must be subject to a risk assessment, which is the responsibility of the Project Manager leading the activity.
- Any employee who works alone and unsupervised with young people, or participates in home visits in relation to their employment must follow the good practice guidelines and Child Protection Policy.

8. Dealing with Aggression/Threats/Violence

- All members of staff are offered training (if necessary) in control and restraint and are encouraged to follow the good practice guidelines for keeping themselves safe.

9. Pandemic-Specific Health and Safety

HVBT undertook a series of Health and Safety reviews during a pandemic and can re-instigate a number of measures in response to pandemic such as pandemic/Covid-19, including, but not limited to:

- Regular updates to staff and volunteers on Covid H&S measures
- Covid-specific risk assessments
- Reducing numbers of people at hubs, to maintain safe social distancing measures, where advised by the Government
- Implementing HR procedures to ensure staff members affected by Covid can work from home, wherever possible.
- Encouraging working from home wherever possible when advised by the Government
- Making PPE on sites compulsory (subject to change if risk is reduced)
- Introducing rigorous hygiene and cleaning regimes.

Signed:

Nathalie Renaud
CEO, Highbury Vale Blackstock Trust

Reviewers:
Iqbal Ali, Deputy Centre Manager
Trustees

Policy Changes Tracking

Review date	Next review date
April 2026	April 2027