

Health and Safety Policy



1. Statement of Intent

- 1.1.** The Eldonian Community Trust (“the Charity”) is committed to ensuring, so far as reasonably practicable, the health, safety, and welfare of all its trustees, staff, volunteers, service users, and members of the public who may be affected by its activities.
- 1.2.** This policy outlines the Charity’s commitment to:
 - 1.2.1.** Complying with all relevant health and safety legislation, including the Health and Safety at Work Act 1974
 - 1.2.2.** Maintaining safe and healthy working environments when delivering services and activities
 - 1.2.3.** Providing appropriate training, supervision, and information
 - 1.2.4.** Regularly assessing and mitigating risks associated with its events, programmes, and volunteer-led services

2. Scope

- 2.1.** This policy applies to all activities, events, and services delivered by the Charity, including:
 - 2.1.1.** Community events and outreach programmes
 - 2.1.2.** Volunteer and trustee activities
 - 2.1.3.** Youth and elderly trips or outings
 - 2.1.4.** Any work undertaken in the name of the Charity
- 2.2.** While the Charity does not own or operate any permanent premises, it hires and uses public or third-party venues for its activities. In such cases, the Charity will liaise with venue providers to ensure compliance with their site-specific health and safety procedures.

3. Responsibilities

- 3.1.** Board of Trustees
 - 3.1.1.** Have overall responsibility for health and safety across all Charity activities
 - 3.1.2.** Ensure appropriate systems are in place to manage risk and respond to incidents
 - 3.1.3.** Appoint the Vice Chair as the designated Health and Safety Lead
- 3.2.** Health and Safety Lead
 - 3.2.1.** Coordinate health and safety arrangements
 - 3.2.2.** Maintain risk assessments and incident logs
 - 3.2.3.** Monitor and review procedures

3.2.4. Ensure volunteers and activity leads are briefed on venue-specific safety procedures

3.3. All Trustees, Staff, and Volunteers

3.3.1. Take reasonable care of their own health and safety and that of others

3.3.2. Cooperate with policies and procedures

3.3.3. Report hazards, near misses, and incidents promptly

3.3.4. Attend mandatory training as required

4. Risk Assessment

4.1. A risk assessment will be carried out for all key activities, including:

4.1.1. Events and community activities

4.1.2. Trips and outings

4.1.3. Work carried out at external venues

4.2. Risk assessments will:

4.2.1. Identify hazards

4.2.2. Evaluate who may be harmed and how

4.2.3. Assess the risk and likelihood

4.2.4. Identify and implement control measures

4.2.5. Be reviewed annually or when an activity changes significantly

4.3. First Aid and Incident Reporting

4.3.1. Adequate first aid provision will be arranged for all events and activities organised by the Charity.

4.4. A First Aid Kit will be provided for volunteer-led activities and trips, and the Charity will ensure that at least one designated First Aider is present when appropriate.

4.5. All accidents, near misses, or dangerous occurrences must be:

4.5.1. Reported to the Health and Safety Lead as soon as possible

4.5.2. Recorded in the Accident/Incident Log

4.5.3. Investigated to identify root causes and prevent recurrence

4.6. Serious incidents will be escalated to the Chair and reported to external authorities (e.g. RIDDOR, local authority) as required.

4.7. Venue and Fire Safety

4.7.1. When hiring or using external venues, the Charity will:

4.7.1.1. Confirm emergency exits, fire evacuation procedures, and safety equipment

4.7.1.2. Ensure all staff, trustees, and volunteers are aware of site-specific arrangements

4.8. The Charity does not maintain its own fire systems or premises but will comply with venue fire procedures and support safe evacuation.

5. Lone Working

5.1. A Lone Working Policy will support those conducting activities off-site or without direct supervision.

5.2. Individuals must:

5.2.1. Inform someone of their location and expected return

5.2.2. Avoid high-risk environments alone

5.2.3. Carry a mobile phone and emergency contact list

6. Training and Information

6.1. All volunteers and trustees will be given appropriate health and safety guidance at induction.

6.2. Additional training (e.g. for manual handling, trips supervision, first aid) will be provided as needed.

6.3. All safety signs, policies, and procedures relevant to the venue or activity will be clearly communicated.

7. Monitoring and Review

7.1. The Board of Trustees will:

7.1.1. Review the effectiveness of this policy annually

7.1.2. Consider all reported incidents and lessons learned

7.1.3. Update procedures to reflect changes in legislation or activities

8. Health and safety performance will be included in trustee meetings quarterly.

9. Policy Approval

9.1. This Health and Safety Policy was approved by the Board of Trustees on Friday 9th May 2025 and will be reviewed annually.