



# Bradmore Green

## Community hub

*Bradmore Green Community Hub CIC*

## Health and Safety Policy & Procedures

### **1. Policy Statement**

Bradmore Green Community Hub CIC is committed to providing a safe and healthy environment for all staff, volunteers, service users, visitors, and external hirers. We recognise our legal responsibilities to manage health and safety risks and to take all reasonably practicable steps to prevent accidents, injury, and ill health.

Health and safety is a shared responsibility and forms an integral part of how the Hub operates.

### **2. Scope**

This policy applies to:

- All staff, volunteers, and contractors
- All service users and visitors
- All activities delivered by the Hub
- All external organisations and individuals hiring rooms within the building

### **3. Responsibilities**

#### **Directors**

The Directors of Bradmore Green Community Hub CIC have overall responsibility for health and safety and will ensure that:

- Appropriate policies and procedures are in place
- Risks are assessed and managed
- Adequate resources are provided to maintain a safe environment

#### **Staff, Volunteers, and Facilitators**

All staff, volunteers, and facilitators must:

- Take reasonable care of their own health and safety and that of others
- Follow health and safety procedures and guidance



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- Report hazards, accidents, or concerns promptly
- Cooperate with risk assessments and safety measures

### **External Hirers**

External organisations and individuals hiring space must:

- Follow all health and safety instructions while on site
- Ensure their activities are safe and suitable for the space
- Carry appropriate insurance where required
- Take responsibility for the health and safety of their participants

### **4. Risk Assessments**

Bradmore Green Community Hub CIC will:

- Carry out risk assessments for activities, events, and the premises
- Review assessments regularly and when activities change
- Implement appropriate control measures to reduce risk

External hirers may be required to provide their own risk assessments for specific activities.

### **5. Accident Reporting**

All accidents, incidents, and near misses must be reported to a member of staff as soon as possible.

Accident records will be:

- Recorded accurately
- Stored securely
- Reviewed to identify any recurring risks or necessary improvements

### **6. First Aid**

- First aid provision will be available on site
- Staff and volunteers will be informed of first aid arrangements



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- External hirers are responsible for first aid provision for their own activities unless otherwise agreed

### 7. Fire Safety

Fire safety arrangements, including evacuation procedures, are detailed in the Hub's **Fire Safety & Emergency Procedures**.

All staff, volunteers, and hirers must:

- Familiarise themselves with fire exits and alarms
- Follow evacuation instructions in the event of an emergency

### 8. Monitoring and Review

This policy will be reviewed annually or sooner if:

- There is a significant incident
- There are changes to legislation
- There are changes to the building or activities

**Date of adoption:** September 2025

**Next review date:** September 2026

**Approved by:** Stacey Humphrey