



Coulter Community Trust Health & Safety Policy

Date: 10/02/2025

1. Document history

Date	Author	Summary of changes
10/02/2025	Roger Duerden	Initial version

2. Purpose of the policy

All Coulter Community Trust (CCT) Trustees, Management Committee members, staff and volunteers in have responsibilities in relation to health and safety. This policy sets out these responsibilities and should be read in conjunction with CCT's Health & Safety Policy Statement.

3. The charity's responsibilities

CCT's Health and Safety Officer has overall responsibility for ensuring the charity's compliance with Health and Safety legislation.

They will ensure that:

- 3.1. Our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed, and amended as required.
- 3.2. A health and safety plan of continuous improvement is created, and progress monitored.
- 3.3. Staff and volunteers understand the allocated responsibilities for health and safety defined in this policy.

- 3.4. Suitable and sufficient funds, people, materials, and equipment are provided to meet all health and safety requirements.
- 3.5. Adequate insurance cover is provided and renewed.
- 3.6. Competent persons are appointed to provide health and safety assistance and advice.
- 3.7. An adequate system of maintenance exists and operates to keep premises, plant, and work equipment in a safe condition.
- 3.8. They communicate and consult with staff and volunteers on health and safety issues.
- 3.9. An effective training programme is established to ensure staff and volunteers are competent to carry out their duties in a safe manner.
- 3.10. The monitoring activities required by this system are undertaken.
- 3.11. Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- 3.12. Adequate training, information, instruction, and supervision is provided to ensure that work is conducted safely.
- 3.13. Health and safety objectives are set, and their achievement is measured and reported in the annual report.

4. Management responsibilities

Members of the Management Committee will ensure that in their areas of control:

- 4.1. They actively lead the implementation of our Health and Safety Policy and Health and Safety Management System.
- 4.2. They supervise staff and volunteers to ensure that they work safely, providing increased supervision for new and young worker.
- 4.3. Safe systems of work are developed and implemented.
- 4.4. Risk assessments are completed, recorded, and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff, contractors, visitors, and members of the public who may be affected.
- 4.5. Adequate resources are allocated to implement the safety policy and meet all safety requirements.
- 4.6. The health and safety plan of continuous improvement is progressed, and scheduled actions are completed on time and validated.
- 4.7. Accidents, ill health and near-miss incidents at CCT facilities or related to the charity's activities are investigated, recorded, and reported.
- 4.8. They communicate and consult with staff and volunteers on health and safety issues.
- 4.9. They encourage staff and volunteers to report hazards and raise health and safety concerns.
- 4.10. Safety training for staff and volunteers is identified, undertaken, and recorded to ensure individuals are competent to carry out their duties in a safe manner.

- 4.11. Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls are implemented and communicated.
- 4.12. Welfare facilities are provided and maintained in a satisfactory state.
- 4.13. Premises, plant, and work equipment are maintained in a safe condition.
- 4.14. Statutory examinations are planned, completed, and recorded
- 4.15. Any safety issues that cannot be dealt with are referred to the Board of Trustees for action
- 4.16. Health and safety rules are followed by all
- 4.17. The monitoring and checking activities required by this system are completed

5. Staff and volunteer responsibilities

All CCT staff and volunteers are responsible for acting in a safe manner whilst carrying out their duties. By understanding their responsibilities and following our safety rules, they will help the charity comply with its legal duties and contribute to the safe running of our facilities and activities.

All staff and volunteers have the responsibility:

- 5.1. To take reasonable care of their own safety
- 5.2. To take reasonable care of the safety of others affected by what they do or fail to do
- 5.3. Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- 5.4. To co-operate so that they and our charity can fulfil their legal duties eg. by complying with our safety rules
- 5.5. To report any hazardous defects in plants and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- 5.6. To set a good personal example in relation to health and safety

First aid personnel have the responsibility to:

- 5.7. Administer First Aid in accordance with the current legislation and approved code of practice
- 5.8. Record all accidents that are reported to them in the Accident Book
- 5.9. Re-stock first aid boxes at regular intervals and when necessary

6. Plant and equipment

The charity will ensure that all plant and equipment is regularly inspected and maintained in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.

7. Safe premises

The charity will ensure that its premises are safe and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising staff, volunteers and visitors of the nature of the hazard and the precautions that should be taken.

8. Competent and safe staff and volunteers

The charity will ensure that all staff and volunteers receive appropriate training so that they are competent in all their duties. If any individual acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

9. A safe system of work

The charity will ensure that all processes of work are safe. If there are any hazards the charity will endeavour to remove them. If that is not possible appropriate signage will be displayed advising staff, volunteers and visitors of the nature of the hazard and the precautions that should be taken.

Members of staff and volunteers are responsible for ensuring that their actions do not cause danger to themselves or to anyone else. This includes:

9.1. Not tampering with any equipment

Staff and volunteers should not carry out any alterations to equipment which might compromise health and safety.

9.2. Not using any equipment without receiving appropriate training

Staff and volunteers should not use any equipment without having the appropriate training. They are responsible for attending any training that is arranged and completing any assessments that are required.

9.3. Taking reasonable care of their own health and safety

Staff and volunteers are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All staff and volunteers must take care that their actions do not endanger others.

9.4. Using equipment appropriately

Staff and volunteers should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the member of staff or volunteer is required to inform the Management Committee immediately.

9.5. Following appropriate systems of work

All staff and volunteers should follow the systems of work that have been specified by the charity. There should be no deviation from these systems without prior permission from the Management Committee.

10. Personal protective equipment (PPE)

The charity is responsible for supplying staff and volunteers with any personal protective equipment (PPE) that is required. If a member of staff or volunteer does not have the appropriate PPE for a specific task, then they should inform the Management Committee immediately and not perform that task until the PPE is available.

Staff and employees are responsible for taking care of the PPE that has been issued. If any PPE is damaged the Management Committee should be informed immediately.

11. Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

12. Risk assessments

The Management Committee will carry out regular risk assessments of the areas and activities under their control. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated, all staff and volunteers working in that area must be made aware.

13. Manual handling

All staff and volunteers who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The Management Committee is responsible for ensuring that all staff and volunteers requiring this training attend the training course at the appropriate time.

14. Accidents

Although every effort will be made to ensure a safe environment, it is accepted that accidents can occur. All accidents must be reported immediately to the Health and Safety Officer and also be recorded in the accident book.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they must be taken to hospital

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented in the future.

15. Reporting

If you have a concern relating to health and safety, you should report it immediately to the Health and Safety Officer:

Malcolm Muir
malcolm.muir@coultercommunitytrust.org
07531 027900

16. Ownership and review

This policy is owned by the Chair, who is responsible for updating it when required. The Board of Trustees shall review the contents of, and compliance with this policy periodically.