

HemingfordHub Health & Safety Policy

01.09.2025

Introduction

The Trustees have 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 Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The 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, residents and visitors ensuring that risks to volunteers, residents 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 every two years by the Trustees.

1. The Trustees Responsibilities

The Trustees are all responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary.

All accidents or unsafe incidents will be investigated by a Trustee as soon as possible, written in the Accident Book and then reported to the Trustees at the next Trustee meeting.

The Trustees are responsible for

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- 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 and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required;

2. Volunteer Responsibilities

All Volunteers will ensure that:

- They are aware of the contents of this safety policy

- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They have a duty not to misuse or interfere with items provided for health and safety reasons
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to a Trustee at once.
- They record accidents or near misses in the accident book kept by the Treasurer.
- They are aware of all relevant fire procedures for the activity.
- If they identify anything which they think could be in any way unsafe, they will report it.

3. Risk Assessments

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

- trip or event to organise
- change in legislation
- change of premises
- significant change in activities
- 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
- on the introduction of new technology
- when changes are made to venues
- 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 a 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 Chair of Trustees. 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

This policy and procedure will be reviewed in September 2026 or before if there are any changes in legislation, changes within HemingfordHub or concerns raised. Any changes to the policy will then be shared and read by all trustees and volunteers.

Trustee Signatures - Riva Elliot and Christine Batter

Two handwritten signatures in black ink. The signature on the left is more complex, with large loops and a long horizontal stroke extending to the right. The signature on the right is more compact and stylized, with a prominent 'C' at the beginning and a long horizontal stroke at the end.

Date of signature

Next Review Date: September 2026