



Health and Safety Policy

Policy Reference

This policy document refers to the following aims and objectives outlined in the Hub's general statement of Health and Safety policy:-

- a) Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all employees
- b) Developing a system of joint consultation with health and safety representatives and providing them with facilities and assistance to enable them to carry out their functions

Safety Representatives

Wick Community Hub acknowledges the importance of employee involvement in health and safety matters and the importance of the positive role played by safety representatives appointed under the Health and Safety at Work etc Act 1974 and the Safety Representatives and Safety Committee Regulations 1977.

The Hub will therefore endeavour to provide the appropriate facilities and assistance to enable safety representatives to carry out their functions effectively.

In particular, the Hub undertakes to consult with safety representatives over issues relating to health, safety and welfare and to provide the information safety representatives require in order to carry out their functions.

Safety representatives will be entitled to carry out all of the functions assigned to them in accordance with Regulation 4 of the Safety Representatives and Safety Committee Regulations 1977.

Workplace inspections and accident investigations carried out by safety representatives should be in accordance with guidance issued by the Health and Safety Commission and that issued in support of this policy.

Health and Safety Policy

Wick Community Hub is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, Wick Community Hub is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance is provided on the safe handling and use of substances
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

The Wick Community Hub Management Committee

The Management Committee is ultimately responsible for the Health and Safety policy and practice of Wick Community Hub. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Wick Community Hub with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into Wick Community Hub, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident Reporting

It is the responsibility of Wick Community Hub safety representative to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept in the Main Office along with the Accident Book
- All accidents will be investigated by Paul Mackinnon and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and Guidelines

Whilst the Wick Community Hub management committee has overall responsibility for Health and Safety, the Health and Safety Officer is responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues
- Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Board
- Ensuring that Health and Safety information is included in new volunteer inductions

First Aid

- The First Aid Officer is Julie Mackinnon
- The First Aid kit will be regularly checked and restocked by the First Aider
- The First Aid boxes are kept in the office and kitchen
- The Accident Book is (in a confidential secure place) and Accident Forms are available from Paul Mackinnon

Fire Safety

- The Fire Safety Officer is Paul Mackinnon
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly
- The Fire Alarms are Hall, extension, kitchen and main foyer
- The Fire Extinguishers are Main Office, Kitchen, Foyer (2) Main hall and extension
- Fire Drills will be held: every six months
- The Fire Exits are Main Hall, Extension (2)
- The Emergency assembly point is Opposite Youth Hub in adjoining street

Insurance

The group has appropriate insurance for its needs. This is:

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| Access Insurance - SC BDX 7080775/AU15552 |
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Risk Assessment

All Wick Community Hub's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers (including worker supervising activity) and kept by our manager, Julie Mackinnon, and regularly reviewed and updated. The risk assessment template can be found in Appendix 1.

- Whilst every risk assessment is different, it is likely that they will cover the need for:
- Consent and Information forms for young people
- Information and emergency contact details for workers
- Continuous implementation of Wick Community Hub Child Protection Policy and Procedures
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the Hub
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities

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