



# WEALDEN VOLUNTEERING

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Charity number: 1206210

## Health & Safety Policy

**Approved by the Board of Trustees: MARCH 2024**

**Review By: MARCH 2026**

**Chair signature:**

A handwritten signature in black ink, appearing to be 'S. J.', written over a horizontal line.

# **Health & Safety Policy**

## **1. The Purpose of this Policy**

Wealden Volunteering will take all reasonable and necessary steps to ensure the health, safety and welfare of all employees and volunteers. It also takes responsibility for the health and safety of clients and other visitors to its office.

By adopting this policy Wealden Volunteering aims to:

- clearly states its legal responsibilities
- make a statement of intent
- define roles and responsibilities

## **2. Legal obligations**

The organisation will adhere to the requirements of:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

and other relevant health and safety legislation and codes of practice.

## **3. Statement of Intent**

The organisation will:

- establish, maintain and regularly review safety systems and risk assessments
- make regular risk assessments available to the relevant staff
- take appropriate preventative/protective measures
- ensure appropriate training in health and safety is delivered at induction and through volunteer team meetings
- conduct regular PAT testing
- establish and maintain systems for paid, volunteer and consultancy staff about health and safety issues
- maintain accurate records of accidents, near accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be taken
- appoint competent personnel to secure compliance with statutory duties, and to undertake a review of the policy as necessary
- position the health and safety information poster in an area of the office

## **4. Responsibilities in the organisation**

Organisation;

Wealden Volunteering Board of Trustees has overall responsibility for health and safety in the service, and for ensuring that the service fulfils its legal responsibilities. The Board of Trustees is also responsible for ensuring that procedures and systems are agreed and implemented.

CEO;

The CEO:

- is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action.
- will ensure that all paid and volunteer staff are informed about:
  - health and safety policy and all associated procedures
  - Fire safety risk assessment and reporting (Oct 2023)
  - safety issues and that there are adequate signs about hazards and emergency procedures.

Employees and volunteers

All employees and volunteers will ensure that:

- they are fully conversant and comply with this Health and Safety policy
- Lone Working is not allowed unless under extenuating circumstance (door should be locked)
- they take care of themselves and others who may be affected by their acts or omissions
- they report all accidents, near misses and dangerous occurrences immediately to the centre's CEO
- they are fully conversant with the fire procedure applicable to the area in which they are working. *The assembly point is on the pavement outside the front of the WV, even if you need to use the back door you should make your way around to the front and wait for the fire brigade to arrive. If possible, you should **without putting yourself** in any danger let the shops nearby know that there is a fire in the WV*
- If they identify any condition which in their opinion is hazardous, they will report the situation to the CEO. *There is an incident book in the cupboard and this should be used to note all incidents and near misses, and also anything that they notice that needs to be repaired etc.*

First Aid

The WV CEO will have the appropriate first aid training for WV. A list of trained first aiders will be on the notice board at the rear of the office. The first aid box will be kept on the wall by the photocopier at the Centre. During community events organised by WV, there will be a member present who has undergone appropriate first aid training.

## 4. Arrangements

Risk Assessments

If an accident, near miss or dangerous occurrence happens then a risk assessment will be considered if it is felt that the issue needs to be investigated.

The centre's CEO will ensure that the premises and activities are assessed in accordance with the relevant legislation. Assessments will be repeated whenever any of the following factors occur:

- change in legislation
- change in premises
- significant change in work carried out
- transfer to new technology
- original assessment is no longer valid

Regular Assessments using the Wealden Volunteering Assessment Form will be recorded and records maintained by the CEO on the Wealden Volunteering Risk Register. These documents will be kept with the Accident Book.

Reporting and investigating of accidents and dangerous occurrences:

- All accidents, dangerous occurrences and near misses will be entered, within 24 hours in the Accident book on site and investigated as a matter of urgency and recorded using the WV Assessment Form.

**Wealden Volunteering Risk Assessment Form**

**Date:**

Person at risk	Other risks
Volunteers	Premises
Public	Equipment
Others	Kitchen
	Visual Display Seating

Score	Risk Grading	Score	Impact
1	Rare: not likely to happen or will only happen in exceptional circumstances	1	Insignificant
2	Unlikely: not expected to happen, but there is a remote possibility that it will occur	2	Minor
3	Possible: may occur on some occasions, but not frequently	3	Moderate
4	Likely: is likely to occur or will happen on more occasions than not	4	Significant
5	Certain: Likely to occur in the majority of cases	5	Major

Nature of risk	Action taken to minimise risk	Risk grading	Likely Impact

**Signed by:**

**Wealden volunteering Risk Register (all details from forms should be recorded on a register)**

Date	Step 1: Risk Identification	Step 2: Risk Assessment		STEP 3: MANAGING RISKS					
		Impact (1/5)	Like-likelihood (1/5)	What are we already doing about it?	What more can we do about it?	When will it be done?	Who will do it?	How will we review progress?	Reviewed Level of Risk

Date to be reviewed \_\_\_\_\_

Person/Group responsible for review \_\_\_\_\_

**WEALDEN VOLUNTEERING OFFICE FIRE SAFETY RISK ASSESSMENT RECORDING FORM**

<b>IDENTIFY PEOPLE AT RISK</b>
Staff
Volunteers
Contractors
Visitors

<b>RISK GRADING</b>	<b>Likelihood</b>	<b>IMPACT GRADING</b>	<b>Score</b>
Rare: not likely to happen or will only happen in exceptional circumstances	1	Insignificant	1
Unlikely: not expected to happen, but there is a remote possibility that it will occur	2	Minor	2
Possible: may occur on some occasions, but not frequently	3	Moderate	3
Likely: is likely to occur or will happen on more occasions than not	4	Significant	4
Certain: Likely to occur in the majority of cases	5	Major	5

**FIRE SAFETY RISK ASSESSMENT**

Date	<b>Step 1: Identification of Fire Hazard</b> (Ignition/fuel/oxygen)	<b>Step 2: Risk Grading</b> <b>Likelihood x Impact</b>	<b>Step 3: Mitigations of Fire Risk</b> (Remove/Reduce Risks)	<b>Step 4 Mitigations of Risk to People</b> (Remove/Reduce Risks)	<b>Record of Significant findings and Action taken</b>
	e.g Heaters		e.g Fire notices	e.g Escape routes, signage and lighting	e.g Revised plans
	e.g Cooking facilities		e.g Firefighting Equipment	e.g Awareness & Training	e.g Training
	e.g electrical equipment		e.g Maintenance	e.g Detection/warning	e.g Instruction
	e.g Fire that could go undetected				
	e.g Packaging				

DATED AND SIGNED BY RESPONSIBLE OFFICER.....

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