



## Health & Safety Policy

**Approved by the Board of Trustees:** April 2026

**Review Date:** April 2028

**Chair Signature:**

A handwritten signature in blue ink, appearing to read 'Paul P. K.', is written on a light yellow rectangular background.

## **1. Statement of General Policy**

Wealden Volunteering is committed to ensuring, so far as reasonably practicable, the health, safety and welfare of all employees, volunteers, clients, contractors and visitors. The charity will:

- provide a safe working environment
- maintain safe equipment and systems of work
- prevent accidents and work-related ill health
- manage risks through suitable and sufficient risk assessments
- provide information, instruction, training and supervision
- consult with employees and volunteers on health and safety matters
- comply with all relevant UK health and safety legislation

This policy applies to all premises, activities and events undertaken by Wealden Volunteering.

---

## **2. Legal Responsibilities**

Wealden Volunteering will comply with the requirements of:

- The Health and Safety at Work etc. Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - The Regulatory Reform (Fire Safety) Order 2005
  - Electricity at Work Regulations 1989
  - Provision and Use of Work Equipment Regulations (PUWER) 1998
  - all other relevant HSE codes of practice
- 

## **3. Responsibilities**

### **Board of Trustees**

The Board has overall accountability for health and safety and will ensure that the charity:

- fulfils its legal duties
  - allocates sufficient resources
  - approves the health and safety policy and reviews it regularly
- 

### **Chief Executive Officer (CEO)**

The CEO acts as the organisation's competent person (as defined under Regulation 7 of the Management Regulations) or appoints another suitably qualified individual to undertake this role.

The CEO will:

- implement health and safety procedures
  - ensure risk assessments are carried out and reviewed
  - ensure training is provided to staff and volunteers
  - maintain records of accidents, incidents and risk assessments
  - ensure fire safety duties and inspections are completed
  - liaise with external bodies where required (e.g. HSE, Fire Service)
- 

### **Employees and Volunteers**

All employees and volunteers must:

- comply with this policy and all related procedures
- take reasonable care of their own health and safety and that of others
- report hazards, accidents, near misses and concerns immediately
- follow lone working procedures
- follow fire safety instructions and attend evacuation points
- use equipment safely and report defects

Volunteers are not employees but are owed an equivalent duty of care.

---

## **4. Arrangements for Managing Health and Safety**

### **4.1 Risk Assessments**

The CEO will ensure that:

- risk assessments are completed for all relevant premises and activities
- assessments are reviewed annually or when circumstances change
- findings are recorded and shared with relevant staff and volunteers

Risk assessments cover, where applicable:

- premises
  - activities
  - equipment
  - events
  - lone working
  - fire safety
  - display screen equipment (DSE)
- 

#### **4.2 Accident Reporting and RIDDOR**

- All accidents, near misses and dangerous occurrences must be recorded in the Accident Book within 24 hours.
  - Records will comply with the Social Security (Claims and Payments) Regulations 1979.
  - The CEO will assess whether incidents must be reported to the HSE under RIDDOR and make statutory reports where required.
- 

#### **4.3 Lone Working**

Where lone working is unavoidable, the individual must follow agreed control measures. If a volunteer or member of staff choose to work alone it is at their own risk

---

#### **4.4 Fire Safety**

Under the Fire Safety Order, Wealden Volunteering will:

- maintain a current Fire Risk Assessment
- ensure appropriate fire detection methods and firefighting equipment
- ensure clear escape routes and signage

- train all staff and volunteers in evacuation procedures  
-review fire safety annually

Assembly point: Pavement outside the front of the Wealden Volunteering office.

---

#### **4.5 First Aid**

- First aid provision will meet the requirements of the Health and Safety (First-Aid) Regulations 1981.
  - A list of trained First Aiders will be displayed in the office.
  - First aid kits will be maintained and checked regularly.
- 

#### **4.6 PAT Testing**

Portable electrical equipment will be inspected and tested in accordance with the Electricity at Work Regulations.

---

#### **4.7 Safeguarding**

Where risks relate to the welfare of children or adults at risk, these will be managed under the Safeguarding Policy.

---

#### **4.8 Record Keeping**

All health and safety records, including risk assessments, accident reports and maintenance logs, will be kept securely for the required statutory periods.

## Appendix 1 WV General office Risk Assessment



### General Risk Assessment – Wealden Volunteering (Uckfield office) August 2025

**Location:** Single-room office with toilet, small kitchenette, and two exterior doors

**Occupancy:** Up to 7 staff/volunteers using computer stations or desk space

#### 1. Fire Safety

- **Hazards:** Electrical equipment, kitchen appliances
- **Controls:**
  - Smoke detector installed and tested regularly
  - Fire extinguisher available and staff trained in use
  - Clear access to both exterior doors for emergency exit
  - No blocking of fire exits or corridors

#### 2. Electrical Safety

- **Hazards:** 5 computer stations, kettle, microwave
- **Controls:**
  - PAT testing carried out at intervals recommended by the electrician
  - Cables managed to prevent tripping
  - Equipment switched off when not in use

#### 3. Slips, Trips & Falls

- **Hazards:** Loose cables, wet floors in kitchenette/toilet
- **Controls:**
  - Floors dried immediately
  - Regular housekeeping to keep walkways clear
  - Spillages cleaned immediately

#### 4. Manual Handling

- **Hazards:** Moving office supplies or small furniture
- **Controls:**
  - Staff advised on safe lifting techniques
  - Heavy items stored at waist height
  - Use portable steps for anything at height

#### 5. Hygiene & Welfare

- **Hazards:** Shared toilet and kitchenette
- **Controls:**
  - Regular cleaning
  - Hand soap available
  - Waste bins emptied regularly

#### 6. Lone Working

- **Hazards:** Staff working alone in the office
- **Controls:**
  - No volunteer to work alone. The office is closed rather than leaving a volunteer alone
  - If a volunteer or member of staff choose to work alone it is at their own risk. Others will check in regularly

#### 7. Security

- **Hazards:** Unauthorised access

- **Controls:**

- Doors kept locked when unattended
- Members of the public are not allowed beyond the rope barrier unless invited to do so
- When the office is closed the alarm is activated.