



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

HEALTH & SAFETY POLICY

Effective from: 01/09/2025

Review by: 01/09/2026

Health & Safety Policy

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1. Statement of Intent

Old Farnley & District Community Association, trading as Farnley Community Centre, is committed to ensuring, so far as reasonably practicable, the health, safety and welfare of all employees, volunteers, service users, visitors and contractors. We will comply with the Health and Safety at Work Act 1974 and all relevant regulations.

2. Responsibilities

Trustees will:

- Approve and annually review this policy.
- Ensure adequate resources are provided for health and safety compliance.
- Monitor and review health and safety arrangements regularly.

The Chair of Trustees (Peter Allison) will:

- Act as the Health & Safety Lead.
- Oversee risk assessments, fire safety, and accident reporting.
- Report significant incidents to trustees and relevant authorities.

All staff and volunteers will:

- Take reasonable care of their own health and safety and that of others.
- Co-operate with health and safety arrangements.
- Report hazards, near misses and accidents immediately.

3. Risk Assessment

We will carry out regular risk assessments for the building, activities, and events. Assessments will be reviewed annually or following significant changes or incidents. Control measures will be put in place to minimise risks.

4. Fire Safety

- Maintain a fire risk assessment and evacuation plan.
- Carry out regular fire drills and alarm tests.
- Ensure fire exits are clearly marked and unobstructed.
- Provide fire safety training to staff and volunteers.

5. First Aid

- Maintain an up-to-date First Aid Policy.
- Ensure first aid kits are available and regularly checked.
- Appoint trained first aiders for sessions and events.

- Record all accidents in the accident book.

6. Training & Information

- Provide induction training covering health and safety responsibilities.
- Offer role-specific training (e.g. manual handling, food hygiene) as required.
- Display health and safety information on noticeboards.

7. Accident & Incident Reporting

- All accidents, incidents and near misses must be reported immediately.
- Accidents must be recorded in the accident book and reviewed by the Health & Safety Lead.
- Serious incidents will be reported to the Health & Safety Executive (HSE) under RIDDOR requirements.

8. Monitoring & Review

The Board of Trustees will monitor health and safety performance and review this policy annually, or sooner if required due to incidents, legislative changes or operational changes.

9. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2025.
- Next review due annually.
- Policy owner: Chair of Trustees / Health & Safety Lead (Peter Allison).