



Policy Ref.	HSE – 1
Issue Date	06/04/25
Revision Date	06/04/27

Health and Safety Policy

Policy Statement

We care about our volunteers, the public and our stakeholders, our policy has been created to ensure a safe working environment for all.

Every member of our volunteering team has a responsibility to protect the environment, to maintain the health and safety of themselves and others and prevent ill health at work.

We recognise and accept our health and safety duties for, as far as is reasonably practicable, providing a safe and healthy working environment for all.

Our Objectives are to;

- Comply with all applicable legislation.
- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on our premises.
- Provide sufficient information, instruction, training, and supervision to enable everyone to minimise risk to an acceptable level and contribute to their own safety and health.
- Provide personal protective equipment.
- Ensure the provision & maintenance of plant, equipment & systems of work that are safe.
- Consult with our volunteers on matters affecting health and safety.
- Ensure safe handling and use of substances.
- Implement emergency procedures.

1. Responsibilities

1.1 Trustee Board

Overall responsibility for health and safety matters within the organisation lies with the Trustees. The Trustee Board shall designate a person (Designated Person) who will take the



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responsibility for drawing to the attention of the Trustee Board, staff and volunteers any health and safety matters that need to be discussed and/or acted upon.

The Designated Person will be Jon Beresford, who has a NEBOSHH Qualification in Occupational HSE.

1.2 Designated Person

The Designated Person shall be given responsibility for ensuring that the Health and Safety policy is carried out within the organisation, in particular they will be given responsibility for:

- Ensuring staff and volunteers are aware this Policy and understand its contents,
- Completing risk assessments,
- Investigating and reporting accidents,
- Making staff and volunteers aware of the specific fire escapes and fire extinguishers within the building,
- Drawing to the Trustee Board's attention any matters with which they are unable to deal.

1.3 Staff and Volunteers

All staff and volunteers have responsibilities in respect of health and safety. They have a legal duty to take care of their own health and safety and that of others who may be affected by their acts or omissions and to co-operate with Trustees to achieve a healthy and safe workplace. In particular, all employees and volunteers are expected to:

- Cooperate with trustees on matters of health and safety,
- Take responsibility for ensuring that they take reasonable care of their own health and safety and that of others,
- Report all health and safety concerns.



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2. Arrangements for Health and Safety

2.1 Accidents, Near-Miss and Hazardous Situations

All accidents and incidents involving volunteers, employees or visitors must be reported to the Designated Person or direct to a Trustee, in addition they must be recorded in the accident book located in reception.

It is also important to report all near misses and potential hazards, so as to enable preventative action to be taken promptly.

It is the responsibility of the Designated Person to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

2.1 Risk Assessment

The Trustees accept that there are hazards when working at the charity's premises, outside and with animals. The Trustees will identify risks by risk assessing our activities and implement appropriate measures to reduce risk to an acceptable level.

Volunteers and staff will be made aware of the risk assessment and copies will be made available in the volunteer room.

2.2 Training

Volunteers and employees aware of our HSE arrangements during the induction process.

2.3 Visitors

All members of the public will be personally supervised at all times, by a trustee, fully inducted volunteer or Employee.



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2.4 Electrical Safety

The Designated Person is responsible for ensuring that all portable electrical devices are PAT tested appropriately and keeping a register of such inspections and due dates in the Safety File, this will be available in the Volunteer Room.

2.5 Fire Safety

The Designated Person is responsible for the maintenance of the firefighting equipment and alarms and the arrangement of regular fire safety checks and fire drills and for keeping a register of such inspections and due dates in the Safety File, this will be available in the Volunteer Room.

All volunteers and staff must also read and understand the Fire Procedure located in the volunteers handbooks and displayed in the volunteer room.

2.6 Evacuation

We will ensure we have adequate evacuation plans in place and that these are communicated to our staff and volunteers.

2.7 Lone Working

Whilst the charity will aim to avoid lone working, this can often be unavoidable, so the following measures will be put into place.

At the main sanctuary, all staff and volunteers will sign in and out, the daily log will be kept in reception. When staff and volunteers go the Brinsley Hilltop or Brinsley Hill bottom, they will notify the Designated Person via the volunteers social media chats:

- Once they have arrived and what time they expect to leave,
- Once they have left safely.



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2.8 First Aid Arrangements

The following first aid facilities will be available to all staff and volunteers.

- First aid kits
- Eye wash station
- AED – Defibrillator

The Designated Person is responsible for ensuring that the kits and equipment are maintained and that details including inspection and expiry dates will be recorded and updated in the safety file.

3 Consultation

We will consult with volunteers routinely on HSE matters as they arise and formally when we review health and safety.

Policy Approval

Jon Beresford

Beth Hewis

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