



Approved by:	Naomi Champion-Merrill	Date: 5 th January 2026
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LUDGVAN COMMUNITY CENTRE – Health and Safety Policy

Introduction

Coast Community CIC is committed to ensuring the health, safety, and welfare of all employees, volunteers, visitors, and users of Ludgvan Community Centre, inside the building, around the building and on the field. This Health and Safety Policy outline our commitment to maintaining a safe and healthy environment and provides guidelines for preventing accidents, injuries, and illnesses. We aim to promote a culture of safety awareness and proactive risk management.

Policy Statement

We recognise our duty of care and legal obligations under the Health and Safety at Work Act 1974. It is our policy to:

1. Provide and maintain safe facilities, equipment, and working conditions.
2. Ensure that all staff and volunteers are adequately trained and competent in their health and safety responsibilities.
3. Promote health and safety awareness among all users of the community centre.
4. Regularly review and update health and safety policies and procedures to reflect best practices and legislative changes.
5. Foster a culture where health and safety concerns can be raised and addressed promptly.

Responsibilities

Management Responsibilities:

- Ensure compliance with all relevant health and safety legislation.
- Maintain accurate records of compliance with all health and safety legislation.
- Allocate resources necessary to implement and maintain health and safety policies.
- Ensure all users receive appropriate health and safety training.
- Conduct regular risk assessments and implement measures to mitigate identified risks.
- Maintain accurate records of health and safety incidents and actions taken.

Employee and Volunteer Responsibilities:



- Follow all health and safety policies and procedures.
- Attend and participate in health and safety training as required.
- Report any health and safety hazards, incidents, or near misses to management immediately.
- Use all provided safety equipment and personal protective equipment (PPE) correctly.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.

Visitor and User Responsibilities:

- Adhere to the community centre's health and safety policies and guidelines.
- Report any observed hazards or incidents to a staff member or volunteer immediately.
- Follow instructions and use the community centre's facilities and equipment responsibly.
- Ensure that specific health and safety policies are written, applied and adhered to for any activity that is being delivered by visitors or users.

Risk Management

Risk Assessments:

- Coast Community CIC will conduct regular risk assessments to identify potential hazards.
- Coast Community CIC will implement control measures to mitigate identified risks.
- Coast Community CIC will review and update risk assessments regularly and when significant changes occur.
- Visitors or users should ensure that risk assessments are carried out for the activities they are undertaking and that these are shared with the individuals that they are responsible for.

Health and Safety Management

Emergency Procedures:

- Coast Community CIC will develop and maintain emergency procedures for fire, medical emergencies, and other potential incidents.
- Coast Community CIC will ensure all staff, volunteers and regular users are familiar with emergency procedures.
- Coast Community CIC will conduct fire drills to ensure correct procedure is followed.
- Visitors and users will ensure that they understand all emergency procedures and communicate these to individuals they are responsible for.

Incident Reporting and Investigation:

- Coast Community CIC will establish clear procedures for reporting health and safety incidents and near misses.
- Coast Community CIC will investigate all incidents to determine causes and prevent recurrence.
- Coast Community CIC will maintain a log of all incidents and actions taken.
- Visitors and users will ensure that all accidents and incidents are reported to Leading Edge Trading.



- Visitors and users will ensure that they have their own systems and processes for recording and reporting accidents and incidents.

First Aid:

- Coast Community CIC will ensure the availability of first aid supplies and equipment.
- Coast Community CIC will train designated staff and volunteers in first aid procedures when they are managing events and activities.
- Coast Community CIC will display clear information on how to access first aid assistance.
- Visitors and users will ensure that they have an adequate number of appropriately trained first aiders on site to safely manage the activities they are delivering.

Lone Working:

- Coast Community CIC will ensure appropriate Lone Working policies are in place for those staff and volunteers working for the organisation.
- Coast Community CIC will provide appropriate training and information on safe lone working practices for those staff and volunteers working for the organisation.
- Lone workers should ensure entry to the building by visitors/users is within their control.
- Visitors/users should have appropriate lone working systems and processes in place in relation to the activity that they are undertaking.

Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with legislation. We welcome feedback from staff, volunteers, visitors and users to help us improve our health and safety practices. By adhering to this Health and Safety Policy, Coast Community CIC aims to create a safe and healthy environment for everyone who uses Ludgvan Community Centre.