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| Policy: | SCLT Community Hub, Health & Safety Management Plan |
| Last Review Date: | 31/01/2026 |
| Next Review Date: | Every 12 months |
| Lead: | SCLT Coordinator |

Sherford Community Hub, Health and Safety Management Plan

This is the SCLT Health and Safety Management Plan for the Sherford Community Hub. This document sits under and should be read in conjunction with the SCLT Health, Safety, and Wellbeing Policy.

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1. Roles and Responsibilities

Health and Safety is the responsibility of all staff, volunteers, hirers and visitors.

It is the responsibility of the Coordinator and the Directors to ensure that all personnel, casual staff, volunteers, contractors, are properly equipped, trained, and motivated to ensure high HSE standards of work. It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trust in keeping the premises safe and healthy, including the grounds.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the SCLT HS&W Policy, and with all safety requirements set out in the hiring agreement and safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

1.1 The Coordinator

The SCLT Coordinator is responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974 associated regulations and SCLT policies are followed.

The Coordinator has responsibility for specific items:

- First Aid Box
- Reporting of incidents, accidents, near misses
- Fire safety and assessment
- Risk assessment and inspections
- Information to contractors
- Maintenance certificates, damage, and repair log

The person delegated by the Trust to have day to day responsibility for the implementation of the SCLT HS&W policy is:

Name: Judy Talbot

Position: Coordinator

Email: info@sherfordtrust.org.uk

1.2 Staff

All staff and volunteers have legal duties under health, safety, and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all staff will:

- Use and keep equipment and machinery by following instructions and training given and report the loss or defect of all personal protective equipment provided by SCLT.
- Make themselves aware of all workplace first aid, fire, and emergency procedures.
- Raise all matters of concern relating to H&S as they arise to the responsible person.
- Ensure all accidents and incidents, including near misses are entered in SCLT Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure proper investigation can be undertaken.

- Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the: Storage cupboard
- Advise and support members, contractors, etc. on matters relating to SCLT HSE Policy and all prevailing legislation.
- Only undertake work for which they have been trained and are authorised, qualified, and competent to undertake.

1.3 Volunteers

In line with SCLT's Volunteer Policy, all volunteers have legal duties under health, safety, and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of Volunteer Policy and the legal duties imposed upon them, all volunteers will:

- Use and keep equipment and machinery by following instructions and training given and report the loss or defect of all personal protective equipment provided by SCLT.
- Make themselves aware of all workplace first aid, fire, and emergency procedures.
- Raise all matters of concern relating to H&S as they arise to the responsible person.
- Ensure all accidents and incidents, including near misses are entered in SCLT Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure proper investigation can be undertaken.
- Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the: Storage cupboard
- Advise and support members, contractors, etc. on matters relating to SCLT HSE Policy and all prevailing legislation.
- Only undertake work for which they have been trained and are authorised, qualified, and competent to undertake.

All volunteers are to ensure that SCLT is made aware of any form of health condition that is likely to affect their ability to undertake the work they are assigned. The Coordinator must be made aware at the earliest opportunity so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

1.4 Contractors

All contractors who undertake work on behalf of SCLT have legal duties under health, safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

- Ensure that risk assessments and method statements relating to their work are presented to the relevant SCLT staff member prior to commencement of work, if they are not following the Safe System of Work provided by SCLT.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- A list of approved contractors (and their sub-contractors) authorised to work for SCLT is compiled and kept, together with the risk assessment and method statements.
- When on SCLT premises, follow all SCLT health and safety rules and procedures.
- Use and keep in a serviceable condition all equipment, in accordance with the training provided.
- Use and keep all equipment and machinery in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by SCLT and their own Employer.
- Make themselves aware of all SCLT first aid, fire, and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the responsible person.
- Ensure all accidents are entered in SCLT Accident Book and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure proper investigation can be undertaken.

1.4.1 Permit to Work

Where identified within construction or refurbishment work and in conjunction with the Project Management company and Principal Contractor, high risk work activities are additionally controlled via a Permit to Work system. The range of high-risk activities for which a Permit to Work is needed includes, but is not limited to:

Confined space entry

- Digging
- Hot work
- Work on high voltage electrical systems
- Working on roofs

Permits to Work are communicated to and signed off by all workers involved with the activity. Work is immediately stopped if there is any deviation from documented permit controls.

2. Processes and Procedures for health, safety and wellbeing at the Community Hub

2.1 Display of Information

Relevant health and safety information is displayed in an accessible location at all SCLT premises, and website as follows:

- Health, Safety & Welfare Policy Statement of Intent available on the SCLT website.
- Health and Safety Law poster in the community hub.
- Employers Liability / Public Liability Insurance Policy displayed in the community hub.

2.2 Personal Protective Equipment

SCLT will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be controlled in other ways, in accordance with the Personal Protective Equipment Regulations 1992.
- PPE is provided to staff and volunteers as required by current legislation and as identified by risk assessment to supplement existing control measures
- PPE procedures are followed in accordance with the SCLT H&S Policy.

2.3 Accident Book Records

- An Accident Book, compliant with general data protection requirements, is kept in SCLT Spaces and offices.
- Accident report forms are to be removed from Accident Books and passed to the Coordinator where are held securely in personnel files found in the Hub and in other premises, in accordance with general data protection requirements.
- All injuries occurring no matter how trivial are to be recorded in the Accident Book provided on the site where the accident takes place and in SCLT Accident Book held at the Community Hub.

- Partners or community members utilising the Community Hub can report an accident to the Coordinator and via the info@sherfordtrust.org.uk email address if the event takes place outside of normal working hours.

2.4 Incident Reporting

- All recordable incidents and near misses are notified to the Coordinator, responsible for Health and Safety.
- All reportable accidents and dangerous occurrences occurring on SCLT premises are to be reported to the Coordinator, who is responsible for Health and Safety so that an investigation can be conducted.
- SCLT notifies their insurers of any RIDDOR reportable incident.
- In case of a written diagnosis of an occupational disease, a specified injury or fatality occurring to a an SCLT employee statutory reporting requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
- Accidents involving a member of the public / third party resulting in direct transport from the scene of the accident to hospital for treatment will be reported in accordance with RIDDOR 2013.
- All accidents, dangerous occurrences and near misses occurring on site are to be reported to the Coordinator, in the first instance, so that an investigation can be started.
- Reports of accidents involving contractors will be sent to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met.

The location of the nearest hospital Accident and Emergency/Casualty department is: Derriford Hospital

The location and telephone no. for the nearest doctor's surgery is: Church View Surgery, Plymstock. Tel. 01752 403206

The First Aid Box is located in: Kitchen

The person responsible for keeping this up-to-date is: Coordinator, Judy Talbot

2.5 Fire Safety

The Coordinator for Health and Safety is the designated Responsible Person tasked with ensuring that SCLT fulfils its duties under the Regulatory Reform (Fire Safety) Order 2005. The Responsible Person will be trained in Fire Safety Management.

- Fire Risk Assessments to identify fire and explosion risks for SCLT premises will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Based on the results of the Fire Risk Assessment, adequate means of raising the alarm, fighting the fire and means of escape will be supplied to ensure the safe evacuation of personnel if a fire occurs on SCLT premises.
- **In the event of an evacuation, the fire safety meeting point is in the carpark at the front of the building.**

Company hired to maintain and service fire safety equipment:

Name: South West Fire Alarms Ltd

Address: 6 Libra Avenue, Sherford, Plymouth PL9 8FJ

Tel No: 01822 615618

Location of service record: Kitchen

2.6 Access and Exit

- All workplace access and exit routes are always kept clear.
- Emergency escape routes are unobstructed. Stores or materials shall not be left along access or exit routes where they may hinder escape in an emergency.
- If staff are unable to access their working area safely, they must inform the Coordinator and not take personal risks.

2.7 Visitors

Visitors to SCLT premises are always to be accompanied and remain the responsibility of their host during fire, evacuation or other unusual, or unplanned, circumstances.

2.8 Electricity and Portable Electrical Appliances

SCLT have responsibility for:

- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked, showing the circuits and equipment they control.

- Restricting access to all rooms containing electrical installations to authorised persons only.
- Ensuring adequate signage is in place warning of access restrictions and potential hazards (fire, electrocution).

2.9 Food Hygiene and Safety

- Staff involved in the preparation of food are all trained in food safety and hygiene. Copies of certificates are held on file.
- Staff use disposable gloves when handling and preparing food.
- All food and drink preparation areas are kept in a clean and tidy manner.
- All food and drink preparation areas conform with environmental health and food hygiene regulations.
- All perishable items are stored in refrigerators and are removed as soon as they become out of date.
- SCLT shall retain overall control and responsibility for the use of shared kitchen spaces and ensure that facilities remain suitable and compliant under relevant legislation.
- Where kitchen facilities are to be shared or hired independently the hirer shall be responsible for their own activities and food hygiene arrangements.

2.10 Housekeeping

- To promote a safe working environment and good hygiene standards, high standards of housekeeping will always be kept throughout SCLT premises.
- All materials will be stored to reduce the risk of injury to personnel and to minimise fire risk.
- Combustible materials will not be stored next to heat / ignition sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.
- All spillages will be cleared up at once.
- Vehicular and pedestrian access and exit routes shall always be kept, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

2.11 Manual Handling Operations

Wherever possible, the requirement to conduct hazardous manual handling operations will be avoided by use of a forklift truck or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.

2.12 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping. Where practicable, trailing cables are eliminated by routing cables above head height.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away at once.
- All corridors, accesses, exits and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will always be kept tidy and all rubbish will be removed at the end of each day.

2.13 Maintenance

- A defects / repair log is used to record all reactive maintenance work carried out.
- Defective equipment is tagged, and tags are only removed once equipment is repaired / safe for use.

2.14 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by SCLT will be subject to a CoSHH assessment to identify the measures needed to reduce the risk of harm occurring to staff because of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended). Hazardous substances will be managed in accordance with SCLT H&S Policy.

Appropriate information, instruction and training will be given to staff exposed to hazardous substances and materials.