



SociABLES Hub Charity

Register Charity 1185428

` Busy Being You `

Longbank, BEWDLEY Worcs DY12 2QW

Tel 01299 400655

Mobile: Sharon Ann Fairfax CEO 0777 333 5524

Email: office@sociableshub.org.uk

Health & Safety Policy & Procedure

Reviewed & Adopted by board of Trustees

4th October 2025

Review October 2026

Health and Safety Policy

Organisation: SociABLEs Hub Charity Registered Charity 1185428

1.

Policy Statement

SociABLEs Hub Charity is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all staff, volunteers, service users, and visitors. We aim to create a safe environment where risks are properly managed and everyone understands their responsibilities.

2.

Scope

This policy applies to all employees, volunteers, trustees, service users, contractors, and visitors while on premises or engaged in activities organised by SociABLEs Hub Charity

3.

Responsibilities

- **Trustees / Board:**
Ensure adequate resources and oversight of health and safety arrangements.
- **Management:**
Implement and monitor health and safety procedures, provide training, and conduct risk assessments.
- **Staff and Volunteers:**
Follow health and safety instructions, report hazards/incidents, and participate in training.
- **Service Users and Visitors:**
Comply with health and safety instructions and report concerns.

4.

Risk Assessments

We will carry out regular risk assessments of premises, activities, and equipment to identify hazards and implement control measures to reduce risk.

5.

Training and Information

All staff and volunteers will receive appropriate health and safety training, information, and supervision relevant to their roles.

6.

Reporting Accidents and Incidents

All accidents, incidents, near misses, and hazards must be reported immediately to the designated Health and Safety Officer and recorded in the accident /incident book/log.

7.

Emergency Procedures

We maintain clear procedures for emergencies including fire, medical emergencies, and evacuation. These will be regularly reviewed and practiced.

8.

First Aid

Adequate first aid facilities and trained personnel will be provided to meet the needs of all activities and premises.

9.

Equipment and Maintenance

All equipment will be maintained in a safe condition, inspected regularly, and only used by competent persons.

10.

Contractors and Visitors

Contractors and visitors must comply with this policy and any site-specific instructions. Contractors must provide evidence of their own health and safety arrangements.

11.

Monitoring and Review

This policy will be reviewed annually or following any significant incident, changes in legislation, or operational changes.

Health and Safety Designated Leads:

Trustee with special responsibility for H & S is Patrick Warrington.

Staff Members designated as H & S officers are Richard Crompton, Michelle Weaver and Lee Cutler.

Policy approved by: Board of Trustees

Date: 4th October 2025

Next Review Date: October 2026