Florence Park Community Association
HEALTH AND SAFETY POLICY AND PROCEDURES

Date Ratified:	August 2025
Next Review Date:	June 2027
Organisation Name:	Florence Park Community Association, Charity No. 1159506

1 Policy Statement

The Florence Park Community Association (FPCA) accepts its health and safety duties under the Health and Safety at Work Act 1974, and related regulations. The Health and Safety Executive (HSE) poster 'Health and Safety Law' is displayed in the entrance to the hall.

Our duties are to provide a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises. Throughout this policy and the appended procedures, terms such as 'staff', 'workers', 'employees', include both paid and volunteer workers.

2 Managing Health and Safety

The Chair of Trustees has overall and final responsibility for health and safety.
Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Centre Manager who will:

- Keep a folder recording incidents that have health and safety implications. The folder will be kept in the office
- Report incidents or accidents and actions taken/recommended to the trustees and, when required by law, report accidents, diseases and dangerous occurrences to the enforcing authority, usually the Health and Safety Executive
- Check that first aid boxes are kept stocked
- Keep records of statutory checks carried out by the council
- Arrange occasional fire drills
- Carry out periodic safety inspections (safety walks) with the Chair of Trustees
- Ensure that staff and volunteers understand the procedures for responding to accidents (Appendix A), Fire procedures (Appendix B) and Food Hygiene (Appendix C)
- Work with Group Leaders when necessary, e.g. outings, to carry our risk assessments (Appendix D)

3 First Aid

The First Aider(s) for the premises are Karen Starr, Rachel Lawrence, Sarah Korting

First Aid Boxes are provided in the kitchen and entrance.

3.1 Health and safety rules for workers

Workers are responsible for their own safety and that of others. They must exercise care to avoid accidents in their activities at work and comply with the following general rules:

- Ensure that they are familiar with the procedures for reporting incidents and accidents (Appendix A)
- Ensure that they are familiar with instructions in the event of a fire or similar emergency, are familiar with the workings of appropriate fire-fighting equipment, and are familiar with all means of escape in the event of a fire (Appendix B)
- Where required food hygiene certification must be kept up to date and the FPCA's instructions complied with (Appendix C)
- Ensure that all passageways are kept clear of obstructions at all times
- Familiarise themselves with the safe working of all equipment
- Behave in such a way as to minimise the possibility of injury to themselves or others
- Ensure that food, unwashed crockery or anything likely to create a health risk is not left lying around the building.
- Smoking, including e-cigarettes and vaping, is not permitted anywhere in the building.

4 Lone Working

Working alone within the centre premises should be avoided. Ideally there should be at least 2 people on the premises at all times except in exceptional circumstances, or during cleaning / caretaking. Where lone working is unavoidable the relevant manager should be informed at the start and end of a session.

If a lone worker feels themselves to be at risk they should leave the building if it is safe to do so and/or call the police (999)

5 Dealing with Abusive, Threatening or Potentially Violent People

Centre staff, volunteers and users are entitled to a level of unconditional respect. However, abusive, aggressive or otherwise inappropriate behaviour should be challenged in a calm, assertive manner, in a way appropriate to the particular situation and taking into account any language difficulties or special needs which the user may have.

Concerns should be reported to the Centre Manager who will consult with trustees on any further steps such as warning or banning.

6 Appendix A - Dealing with an accident, serious incident or onset of illness

- In the event of an injury or onset of illness, ring for an ambulance without delay. To call an ambulance, dial 999 or 112 and ask for 'ambulance'
- Enlist the help of a First Aider where present to check on and reassure the patient and to undertake other care within their remit
- All accidents and serious incidents must be reported to the Centre Manager or senior member of staff on duty as soon as practicable
- All accidents must be entered in the accident book situated in the office
- The Centre Manager will follow procedures for reporting 'notifiable' accidents or illnesses: https://www.hse.gov.uk/riddor/reportable-incidents.htm
- The Centre Manager will investigate incidents and accidents, writing a detailed report for the Chair of Trustees to consider the actions necessary to prevent a recurrence

7 Appendix B Fire Drills and Evacuation Procedures

7.1 Fire drills and fire prevention

- All workers must know the fire procedures, position of fire appliances and escape routes
- The fire alarm points, fire exits and emergency lighting system will be tested by the centre manager during the first week of each month and entered in the log book provided
- The Centre Manager and Chair of Trustees will arrange for Fire Drills and Fire Prevention Checks to be carried out at least once every three months and entered in the log book
- The last person securing the premises at the end of a session will ensure fire prevention close-down checks are made of all parts of the premises at the end of a session: windows, internal and external doors closed; lights and appliances switched off

7.2 In the event of fire

- Person(s) discovering a fire should sound the nearest alarm. Situated by the fire exits (front door and hall)
- The first duty of workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed
- The assembly point for the whole building is the car park
- No-one should leave the assembly point without the permission of a member of staff
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'
- When the Fire Brigade arrives advise the officers whether all persons are accounted for and location of fire

8 Appendix C - Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after using the toilet
- Tell your supervisor of any skin, nose, throat or bowel problem

- Ensure cuts or sores are covered with waterproof dressings
- Keep yourself clean and wear clean clothing
- Never cough or sneeze over food
- Clean as you go. Keep all equipment and surfaces clean
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8ºC) or piping hot (above 63ºC)
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it
- Avoid handling food as far as possible
- Tell your supervisor if you cannot follow the rules
- Advise your supervisor of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces

9 Appendix D - Risk Assessment

9.1 Introduction

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from community centre activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected. Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. Risk assessments can assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

9.2 Responsibilities

The following posts have responsibilities:

The Centre Manager and Group Leaders are responsible for:

- Undertaking risk assessments
- identifying and implementing control measures
- effectively communicating the outcomes to employees and others as appropriate

Employees are responsible for:

- Assisting with and participating in the process of risk assessment
- complying with steps identified to eliminate or minimise a risk

9.3 Definitions

For the purpose of this policy the following definitions apply:

Hazard: Something with the potential to cause harm

Hazardous Outcome: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence

Control Measures: Method used to eliminate, reduce or control risks arising from identified hazards

Residual Risk: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

9.4 Hazard Identification

Group Leaders are responsible for making themselves and the Centre Manager aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in. Group Leaders have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out. Whenever possible experienced volunteers should be included in the identification of hazards

9.5 Risk Evaluation and Estimation

Once hazards associated with activities have been identified, the potential hazardous outcomes or events associated with the hazard need to be identified. When identifying who could be harmed, identify how they could be harmed.

The next stage is to examine the likelihood of a hazardous event occurring. Infrequently occurring hazards present less risk than frequently occurring hazards.

Once likelihood has been determined the probable consequence of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences.

A simple model is suggested. It is set out in Table 1 overleaf and works like this:

1. Decide whether the occurrence of a risk is thought to be very likely, likely, fairly likely, unlikely or very unlikely
2. Once the likely occurrence of a risk has been decided, you can decide its possible consequence: catastrophic, major, moderate, minor or insignificant
3. Use the model in Table 1 for each risk identified

This risk estimation process helps to determine the significance of the risks associated with the hazards. The number of people who may be affected by a hazard is a relevant consideration during risk estimation.

The matrix in Table 1 illustrates how risks can be evaluated using the five point model.

Note that, for example, a risk which is very likely can have an insignificant consequence, equally an unlikely risk can have catastrophic consequences.

When risks, hazards, likelihood and consequences have been identified the final step is to work out whether the risk can be eliminated and, if not, how its impact can be reduced to a minimum. This will often be obvious once the analysis has been carried out.

Table 1 Likelihood and potential consequences (significance) of a risk

Name of identified risk ……

Likelihood	Potential consequence		Likelihood	Potential consequences
Very likely	Catastrophic		Fairly likely	Catastrophic
	Major			Major
	Moderate			Moderate
	Minor			Minor
	Insignificant			Insignificant
Likely	Catastrophic		Very unlikely	Catastrophic
	Major			Major
	Moderate			Moderate
	Minor			Minor
	Insignificant			Insignificant