Marsden Community Trust Health and Safety Policy

November 2024

Review date: November 2027
(updated November 2026 to reflect new chair)

Marsden Community Trust is a registered charity and company limited by guarantee
Company Number 09392970 Charity Number **1168910**

MARSDEN COMMUNITY TRUST (MCT) HEALTH & SAFETY POLICY

STATEMENT OF INTENT AND GENERAL POLICY

This is the health and safety policy statement of Marsden Community Trust (MCT).

(a) Marsden Community Trust recognises its corporate responsibility under the Health and Safety at Work etc. Act 1974, to provide a safe and healthy environment for the people who come onto the Marsden Mechanics premises.
(b) It will take all reasonable practicable steps within its power to fulfil this responsibility.
(c) It is the intention of the Trustees that for health and safety purposes the Trust is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and to circulate this information to all staff and volunteers, subsequently to monitor the effective implementation of the arrangements.

Our health and safety policy is to:

- prevent accidents and cases of work-related and volunteer-related ill health
- manage health and safety risks to employees, volunteers, Trustees and visitors within the Marsden Mechanics building in part through regular inspections of the building
- to ensure that new employees and volunteers receive induction training in relation to safety arrangements
- provide clear instructions and information, and adequate training, to ensure employees, Trustees and volunteers are competent to do their work and undertake tasks safely
- be available to any member of staff, Trustee or volunteer to discuss and to seek to address health and safety problems not satisfactorily resolved at a lower level or through the established arrangements
- note all health and safety instructions and advice issued by the Health and Safety Executive and Kirklees Council, to keep a file of such information and ensure that this information is brought to the attention of, and made available to all staff and volunteers.
- ensure that the system for the reporting, recording and investigation of accidents and near misses operates in accordance with the R.I.D.D.O.R. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- ensure that all visitors, including contractors, are informed of any hazards on site to which they may be exposed.
- ensure that due consideration is given to the possibilities of contractor's work affecting staff and other visitors to the premises
- provide personal protective equipment, as needed
- provide and maintain safe equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- ensure that fire fighting equipment is available and maintained
- review and revise this policy regularly as required, and at least every three years

RESPONSIBILITIES FOR HEALTH AND SAFETY

Overall and final responsibility for health and safety:

Chair of Trustees - Antony Sprawson

Day-to-day responsibility for ensuring this policy is put into practice:

Building Coordinator - Felicity Fuller

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Building Coordinator - Felicity Fuller, supported by the lead trustee in the building management group, Antony Sprawson.

Safety
Risk assessments
Consulting employees
Accidents
First aid
Work-related ill health
Monitoring
Accident and ill-health investigation
Emergency procedures
Fire and evacuation
Maintaining equipment
Information, instruction and supervision
Training

All individual employees, Trustees and volunteers will be responsible for the following functions:

- Following designated procedures and safe working methods once they have been explained and understood by them.
- Attend safety training courses arranged by MCT.
- Work in a safe manner to protect themselves and other persons.
- Report faults or defects in equipment or the fabric of the building to relevant persons.
- Report accidents and incidents to MCT.
- Seek advice from the persons named above if they are unsure about any health or safety matter.

ARRANGEMENTS FOR HEALTH & SAFETY

Risk Assessment

- MCT will complete relevant risk assessments and take action as necessary.
- MCT will review risk assessments regularly or when working habits or conditions change.
- Any risks, defects or occurrences in or on the premises which might constitute a health and safety hazard will be dealt with appropriately.

Training

- MCT will give staff and subcontractors health and safety induction and provide appropriate training.
- MCT will provide personal protective equipment if necessary following a risk assessment.

Consultation

- MCT will consult staff and volunteers routinely on health and safety matters as they arise and formally when it reviews health and safety.

Evacuation & Invacuation

- MCT will make sure escape routes are well signed and kept clear at all times.
- Evacuation and invacuation plans will be prepared, tested from time to time and updated if necessary.