Selsey Community Forum
Health and Safety Policy

Policy Statement

Selsey Community Forum aims to provide and maintain safe and healthy working conditions, equipment, and systems of work for its staff, volunteers and Trustees as well as service users and the general public. For the purposes of this policy, 'employees' refers to all staff, volunteers and Trustees.

Legislation

The Health and Safety at Work Act 1974 lays down wide-ranging responsibilities of employers to protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including the general public. The main requirements of the legislation and this policy are:

- Keeping workplaces safe and not putting anyone at risk of injury or ill health.
- Providing suitable display screen equipment and workstations.
- Controlling any hazardous substances such as dust and fumes.
- Controlling noise at work.
- Providing any protective clothing and equipment needed.
- Providing and maintaining suitable machinery and equipment.
- Making sure employees are trained to carry out their tasks safely such as knowing the correct way to lift, carry or move a load.
- Providing facilities for first aid and precautions against fire.
- Recording and investigating any incident when anyone is injured, becomes ill due to their work or is exposed to a dangerous situation.
- Providing adequate welfare facilities.

The Act outlines the general duties of every employer "to ensure, *so far as is reasonably practicable*, the health, safety and welfare at work of all his employees."

The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) explain what employers are required to do to manage health and safety under the Health and Safety at Work Act. The regulations set out the overall framework for a safe system of work, including identifying and minimising potential risks through proper risk assessments. They require all employers to carry out the necessary health and safety training for employees.

The Workplace (Health, Safety and Welfare) Regulations 1992 provide explicit guidance on how to keep premises safe for everyone who uses them. The regulations outline health and safety requirements in areas such as:

- Maintenance of workplace premises, facilities and equipment
- Ventilation of enclosed workplaces
- Maintenance of a reasonable temperature in indoor workspaces
- Providing adequate lighting and emergency lighting
- Handling and disposal of waste materials
- Providing suitable workstations and seating
- Ensuring floors and traffic routes are appropriate and properly maintained

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to display screen equipment (DSE) users. The regulations require employers:

- Conduct a risk assessment of how DSE users use workstations and reduce identified risks
- Create guidelines to ensure DSE users take appropriate breaks

- Provide sufficient information about health and safety
- Provide ergonomic furniture (such as desks or chairs)

The Personal Protective Equipment At Work Regulations 1992 puts a legal obligation on all employers to provide suitable PPE to any worker whose health or safety at work may be at risk. The regulation's key provisions call on employers to:

- Ensure that suitable PPE is provided free of charge anytime there are risks to health and safety that would not be adequately controlled without PPE use
- Provide information, instruction and training on the proper use of PPE

Regulatory Reform (Fire Safety) Order 2005 requires that:

- Premises meet specified standards.
- Employees are provided with adequate fire safety training and equipment.
- A fire risk assessment has taken place to identify and eliminate risks and that procedures are in place to report and rectify fire safety problems.
- Smoking is not permitted within an enclosed workplace or public building.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (known as RIDDOR) require employers to report any of the following to the HSE or the local council immediately:

- Fatal accidents.
- Major injury or conditions which require medical treatment.
- Dangerous occurrences.

Employers are legally obliged to provide first-aiders and inform all employees of the arrangements for getting first aid. Treatment of injured workers must be addressed without delay by an appointed first-aider.

An employer must record all workplace injuries, diseases, dangerous occurrences, or certain near accidents in an accident book. Employees must also report any accidents or illnesses caused by work and record the details in the accident book.

The Food Safety Act 1990 provides the framework for all food legislation, its main requirements, and the requirements of this policy are:

- Food must not be treated in any way which might be damaging to the health of people eating it.
- Items served or sold by food businesses is of the nature, substance or quality which consumers would expect.
- Packaged food is labelled, advertised and presented in a way that is not false or misleading.
- Information is to be provided about any allergens in food and account taken of the need for staff training in the handling and storing foods considered to be allergens.

Risk Assessments

Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments, implement necessary measures, appoint competent people and arrange for appropriate information and training.

To make sure the Selsey Community Forum is creating safe and healthy working conditions and practices, risk assessments will be carried out. It is important to identify any hazards in the environment and the way we work, and to assess how these can be controlled. The Selsey Community Forum aims to make sure that the risks are not significant and that the benefits far outweigh any risk taken.

Template Risk Assessment sheets will be available for all Project Leads to complete prior to any activity or event taking place. The Operations Lead will provide templates, guidance and support for the completion of risk assessments.

Responsibilities

Selsey Community Forum's Trustees have overall responsibility for implementing Health and Safety Policies ensuring that:

- Risk Assessments are carried out during the planning for all new events, activities, services or workplaces and are to be reviewed in the light of any subsequent changes. The assessments are to include the suitability of the proposed venue and its evacuation arrangements.
- The Fire Brigade are invited to undertake an initial and, subsequently, annual fire risk assessment of any property occupied by the Selsey Community Forum or used by it for events or activities.
- Fire evacuation procedures are in place for all Selsey Community Forum premises and any that are used on a regular

basis.

- Staff or volunteers involved in the preparation of food are in possession of an appropriate qualification.
- A trained First Aider is present at all events and activities.
- An accident book is kept and used to record any instance of any injury suffered by Trustees, staff, volunteers or service users while involved in Selsey Community Forum business at any location. If applicable, the accident should also be recorded in the accident book held at the location of the accident.
- Next-of-kin details are held for all Trustees, staff, volunteers and service users.

Staff, volunteers and service users are responsible for working in accordance with this policy and are to be made aware of their own personal responsibility to:

- Take reasonable care of their own health, safety and welfare as well as that of other people who may be affected by what they do or not do.
- Follow health and safety guidance and instructions.
- Use machinery and equipment correctly, in the way it was designed for.
- Use and look after any personal protective equipment provided.
- Not misuse anything provided for health and safety reasons.
- Reporting any defects, accidents or ill health caused by their work to a manager or project leader.
- It is important to appreciate that vulnerable adults may have a cognitive impairment that can prevent them from maintaining their own safety; in these situations, staff, volunteers and carers will have a 'duty of care' to ensure that person's safety.

Selsey Community Forum Premises

The Selsey Care Shop and Star Office are currently the only premises for which Selsey Community Forum is directly responsible. A check is to be carried out on such premises to ensure:

- Fire Equipment including alarms is serviceable.
- Electrical equipment is safe (visual check only) and its safety certificate is in date.
- Walkways are clear with no trip hazards.
- Kitchen and toilet facilities are in good order.
- Rubbish bins are empty and no rubbish, or combustible materials, are stored.
- First Aid Boxes are checked and replenished as required.

Other Matters

Fire safety equipment maintenance is to be undertaken at the specified period. Electrical equipment used by Selsey Community Forum is to be safety tested 2-yearly. All staff and volunteers are to be provided with appropriate induction training.

This Policy is to be read in conjunction with the Staff and Volunteer Handbooks and is applicable to all the activities in which Selsey Community Forum is or becomes involved. This Policy will be reviewed at least annually and sooner where there is a significant change in legislation, regulatory guidance, organisational arrangements or health and safety requirements.

Version Control

Version Number	Date of Update	Amendments
1.0	October 2025	Policy reviewed
2.0	October 2026	Reviewed and updated in line with current guidance