



Haunchwood Road, Nuneaton, CV10 8DY  
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[www.stockingfordcc.org](http://www.stockingfordcc.org)

## **THE 'FORD Community Centre**

### **Health and Safety Policy**

#### **Statement of intent**

1. It is the duty of the THE 'FORD Community Centre to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

#### **Responsibility**

1. Overall and final responsibility for health and safety at all events and activities organised by the THE 'FORD Community Centre lies with the trustees. This responsibility will be delegated to a named trustee/volunteer for each event or activity. This trustee/volunteer will be responsible for ensuring that this policy is upheld.
2. For routine committee meetings, this responsibility lies with the Chair or Vice-Chair in their absence.
3. For all other events, the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

#### **General arrangements**

1. The main activity of the THE 'FORD Community Centre is to hire space for user groups to carry out their activities. A risk assessment must be carried out by the leader of these groups to ensure they are conducting business in a safe manner and in line with this policy.
2. We also organise and carry out our own 'in-house' events. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event, including equipment, venue, volunteers, and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
3. We will conduct risk assessments for all areas accessed by the general public. All general risk assessments will be reviewed at least once a year.



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4. We will have trained first aiders present at all 'in-house' events which are open to the public.
5. All hirers will be made aware of the location of first aid kits and how to report accidents. The centre also has access to a defibrillator and a bleed kit.
6. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
7. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
8. No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.
9. THE 'FORD Community Centre will hold Public Liability Insurance
10. This policy shall be reviewed by the trustees every 12 months or earlier if Government guidelines regarding statutory obligations are updated.