



HIVE COMMUNITY HUB

HEALTH & SAFETY POLICY

Section A

Policy Statement

It is HIVE's aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, trustees and volunteers, and to provide information, instruction, training and supervision as is needed for this purpose.

In accordance with the Health and Safety at Work etc. Act 1974, we also accept our responsibility for the health and safety of other people who may be affected by our activities.

HIVE actively seeks support from all staff, trustees and volunteers in achieving the objectives of the Health and Safety Policy and ensuring that we comply with our statutory obligations under The Health and Safety at Work etc. Act 1974 and associated legislation.

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed annually.

The Health and Safety Policy is issued to all staff, trustees, sub committees and volunteers.

Section B

The Organisation's Responsibilities For Implementing The Policy

The schedule of individual health and safety responsibilities is detailed below.

Day-to-day health and safety responsibilities:

- 1) The Trustees are responsible for all day-to-day health and safety matters relating to events and services and for ensuring that appropriate health and safety arrangements are in place in venues and sites owned, hired or used by HIVE in the course of its operations. This includes the Hive Community Hub.
- 2) Trustees, staff and volunteers working from home are responsible for all day-to-day health and safety matters relating to their home office and, if deemed appropriate, are responsible for arranging for a workstation risk assessment to be carried out. Copies of the assessments should be forwarded to the Chair of the HIVE as soon as these are carried out.
- 3) All trustees, staff and volunteers working "in the field", working at Hive Community Hub or travelling to venues or sites will follow this Health and Safety Policy.
- 4) It is the duty of all staff and volunteers whilst working on HIVE's projects or events:
 - to take responsible care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work

- to co-operate with each other to achieve a healthy and safe environment and to report to the appropriate person any health and safety problems which they are unable to resolve themselves
- not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.

5) Any abuse of health and safety responsibilities by staff or volunteer may lead to appropriate proceedings being taken against him/her, including being asked not to work or volunteer on HIVE's projects or events again.

Monitoring the Health and Safety Policy

6) The HIVE Trustee Board is responsible for monitoring the Policy to ensure continued effectiveness, particularly that:

- health and safety responsibilities are being properly discharged
- trustees, staff and volunteers are working to health and safety rules
- trustees, staff and volunteers are safety conscious.

Section C

Arrangements for Health and Safety Systems and Procedures

General safety and conduct of staff and volunteers

7) Trustees, staff and volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that should be made available to all staff and volunteers. Staff and volunteers must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

Accidents

8) If an accident occurs, it is the injured person's responsibility to notify the Chair of the Trustee Board who will record the accident in the Accident Book. In the case of the Hive Community Hub buildings, the Chair of the Hive Community Hub Sub-Committee should be informed of any accident. If the injury means that the injured person is unable to make the notification themselves, then another person should make an initial notification which will be completed by the injured person when they are able to do so. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, this will be done by the Chair of the Trustee Board or the Chair of the Hive Community Hub Sub-Committee.

First Aid

9) The HIVE Trustee Board should check that all venues used for HIVE events should have an appropriately stocked First Aid box and should make sure that he/she is familiar with the location of where this is kept. The Hive Community Hib will have its own First Aid box.

Safety Training

10) Safety training will be provided where this is deemed appropriate.

Communication

11) Health and Safety issues should be considered by the Trustee Board for every type of event that is programmed. A risk assessment form (*see Appendix A*) should be completed by a trustee or event organiser for different types of events listing potential hazards and risks, a risk rating and what control measures have been put in place. Those staff or volunteers

involved in the events should be briefed about any potential hazards or risks identified and made aware of the control measures that have been put in place. The Trustee Board should also consider whether events or activities are likely to involve volunteers or members of the public deemed to be a higher risk e.g. activities involving children or young people, older people, people with disabilities etc.
Separate risk assessments will be written for events and activities taking place at the Hive Community Hub.

Fire Precautions

12) When hiring a venue, the Event Organiser should familiarise themselves with the fire procedures for that venue and communicate these to other staff or volunteers involved in the event.

Personal Protective Equipment

13) Although most activities and events programmed by HIVE are unlikely to require personal protective equipment, the Trustee Board should be aware of any circumstances where such equipment may be necessary and take appropriate action.

Lone Working Practices

14) Lone Working Practices including safety precautions to be taken when working alone are set out in *Appendix B: Personal Safety Issues*.

Manual Handling

15) HIVE follows the Health and Safety Executive guidelines for manual handling and assessments will be made for the handling of any items which are seen as potentially hazardous. All staff and volunteers who may be involved in handling heavy weights will receive manual handling training.

Venue Hire

16) For each venue hired by HIVE, the Events Organiser or a designated person should visit the venue to check that it is suitable and safe for the proposed event or activity.

Policy Review

17) This Policy will be reviewed annually or whenever there are changes to legislation which affect the Policy.

This Policy also includes the following appendices:

Appendix A Risk Assessment Form

Appendix B Personal Safety Guidelines

Appendix C Risks and Health and Safety issues relating to the Hive Community Hub.

Appendix D Covid Policy

Agreed by the HIVE Trustees

Date: 8 September 2021

Version Number	Author	Purpose/Change	Date
1.1	Shirley Moore	Original Policy	November 2015
2	Robin Hodgkinson	Amended	September 2021