HEALTH & SAFETY POLICY

Last Updated: October 2026

Next Review Date: October 2027

Iceni Partnership - Bringing Our Community Together
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1. Statement of Intent

Iceni Partnership is committed to ensuring the highest standards of health, safety and welfare for all those accessing our premises and services. We will ensure compliance with the Health and Safety at Work Act 1974 and other relevant regulations. In doing so, Iceni Partnership will:

- Provide a safe and healthy working environment;
- Identify, assess and manage risks effectively;
- Ensure safe systems of work;
- Provide appropriate training, information and supervision;
- Maintain equipment, facilities and premises in safe condition;
- Promote a culture of safety, responsibility and awareness;
- Investigate accidents, incidents and near misses;
- Comply with all legal and regulatory requirements.

The Iceni Partnership Board retains overall responsibility and accountability for ensuring that appropriate health and safety arrangements are in place. The Manager is responsible for the day-to-day implementation and management of those arrangements.

2. Scope

This policy applies to:

- Employees;
- Volunteers;
- Directors/Trustees;
- Contractors;
- Room hirers;
- Visitors and members of the public using Iceni Partnership facilities.

It covers all activities taking place within Iceni Partnership premises, events, and any off-site activities organised by the organisation.

3. Responsibilities

Board of Directors

Directors are responsible for:

- Ensuring Iceni Partnership meets all legal health and safety obligations;
- Approving policies;
- Providing adequate resources for health and safety;
- Reviewing serious incidents and ensuring corrective action is taken.

Manager

The Manager is the designated Competent Person responsible for:

- Day-to-day implementation of this policy;
- Conducting and updating risk assessments;
- Ensuring staff and volunteers receive appropriate training;
- Maintaining equipment, first aid supplies and safety records;
- Reporting significant concerns to Directors.

These responsibilities may be delegated, but the Manager retains overall responsibility.

Staff and Volunteers

All staff and volunteers must:

- Take *reasonable care* of their own health and safety;
- Follow all safety procedures and instructions;
- Report hazards, incidents or near misses immediately to the Manager or another appropriate person. Concerns will be taken seriously and investigated appropriately;
- Use equipment safely and responsibly;
- Participate in training promptly as required.

Contractors and Hirers

Contractors and room hirers must:

- Comply with Iceni Partnership's health and safety safety requirements as set out in the **Room Hire Agreement** (if hiring space)**;**
- Use equipment safely;
- Report hazards or incidents to the Manager or caretaker if out of hours (who will pass this on);
- Carry out appropriate risk assessments for activities they organise or undertake that may present specific additional health and safety risks and provide copies to Iceni Partnership where reasonably requested.

4. Risk Assessments

Iceni Partnership will maintain up-to-date risk assessments covering:

- Building safety;
- Fire safety;
- First aid provision;
- Manual handling;
- Lone working;
- Slips, trips and falls;
- Use of electrical equipment;
- Events and room hire;
- Safeguarding-related risks;
- Use and handling of hazardous substances;
- Any other relevant activities;
- Display screen equipment (DSE);
- Working at height.

Risk assessments will be reviewed annually or sooner if circumstances change. Relevant risk assessments will be made available to hirers where appropriate, particularly where they relate to activities or risks affecting their use of the premises.

5. Fire Safety

Iceni Partnership will:

- Maintain fire alarms, extinguishers and emergency lighting.
- Display clear evacuation routes and signage;
- Conduct fire drills every 6 months;
- Ensure staff and volunteers know evacuation procedures;
- Keep exits and escape routes unobstructed.

A Fire Safety Lead will be appointed to oversee compliance.

6. First Aid

Iceni Partnership will:

- Provide accessible first aid kits;

- Ensure that appropriate first aid provision is available during staffed hours, including access to a suitably trained first aider where reasonably practicable;
- Ensure the above are signposted and covered in our induction proccess;
- Record all first aid incidents in the accident book (kept in the Community Centre office);
- Call emergency services when required.

7. Accident, Incident and Near-Miss Reporting

All accidents, incidents and near misses must be reported to the Manager and recorded. Serious incidents will be reviewed by the Board and, where required, reported to:

- Health & Safety Executive, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
- Insurers;
- Relevant authorities.

Corrective actions will be implemented promptly.

8. Safe Use of Equipment

Iceni Partnership will ensure:

- All equipment is maintained and inspected;
- **Electrical equipment is appropriately inspected, maintained and, where necessary, PAT tested to ensure it remains safe to use;**
- Staff and volunteers receive training before using specialist equipment;
- Unsafe equipment is removed from use immediately;
- Where risks cannot be adequately controlled by other means, appropriate personal protective equipment (PPE) will be provided where required.

9. Lone Working

Iceni Partnership has a comprehensive **Lone Working Policy**.

10. Smoke-Free Premises

Smoking, including vaping, is prohibited within 5m of Iceni Partnership premises in the interests of health and the environment. This shall be appropriately signposted.

11. Safeguarding

Health and safety are closely linked to safeguarding. Iceni Partnership has both a **Safeguarding Adults Policy** and **Safeguarding Children & Young People Policy** to ensure that we protect people from harm. These are reviewed annually by the Board.

12. Emergency Procedures

Iceni Partnership will maintain appropriate procedures for responding to emergencies, including fire, serious injury or illness, flooding, power failure, gas leaks, security incidents and other significant threats to the safety of staff, volunteers, visitors and members of the public. Staff and volunteers will be made aware of relevant emergency procedures appropriate to their roles.

13. Workplace Conditions

Iceni Partnership will maintain its premises and facilities to provide a safe, clean and suitable working environment. Appropriate welfare facilities, including toilets, washing facilities, drinking water, suitable lighting, heating, ventilation, seating and rest facilities, will be provided and maintained. Access routes, floors, stairs and other areas will be kept reasonably free from hazards and obstructions.

14. Training

Iceni Partnership will provide training – appropriate to the role - to employees and volunteers on:

- Fire safety;
- First aid (where required);
- Manual handling;
- Safeguarding;
- Risk awareness;
- Use of equipment;
- Emergency procedures.

Training records will be maintained and reviewed to ensure that required training remains up to date.

15. Monitoring and Review

Health and safety will be monitored through:

- Regular audits;
- Review of incident reports;
- Feedback from staff, volunteers, hirers and members of the public;
- Advice from contractors;
- Annual policy review by Directors.

16. Policy Review

This policy will be reviewed annually, or sooner if required by changes in legislation, premises, activities or organisational structure.

17. Policy Log

Policy Last Updated	Approved By	Next Review Date
October 2026	Board	October 2027