



HEALTH & SAFETY POLICY

Mayfield & Five Ashes Community Services (MAYFACS)

This is the statement of general policy and arrangements for: Mayfield & Five Ashes Community Services
STATEMENT

The Manager (SHIRLEY HOLLAND) has overall and final responsibility for health and safety and has day-to-day responsibility for ensuring this policy is put into practice.

Statement of General Policy	Responsibility of:	Action/Arrangements (What we are going to do)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the activities carried out by MAYFACS employees or volunteers.	Manager	Carry out risk assessments of MAYFACS activities outside of the (MAYFACS office) and be aware of other locations being used ie Memorial Hall, Five Ashes Hall and the Scout Hall and the equipment there in. Ensure volunteers know how to operate any equipment correctly. Ensure all drivers are insured and their cars are road worthy.
Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work.	Manager	In MAYFACS Office, as above or when using the halls listed above ensure new employees/volunteers are familiar with the halls being used.
Ensure appropriate insurance is in place and up to date for employees, volunteers and users.	Trustees	An appointed trustee responsible liaises with the insurance broker and takes appropriate action to renew the policies each year. He/she also is aware when changes need to be made to the policies.
Engage and consult with employees/volunteers on day-to-day health and safety conditions as and when appropriate.	Manager	Ensure any other MAYFACS employees/volunteers running an activity in one of the halls above is familiar with the halls, where the first aid boxes are and that they are clear how to operate any appliance being used for the benefit of users of the MAYFACS services.
Implement emergency procedures – evacuation in case of fire or other significant incident in accordance with the policies of Mayfield Memorial Hall, Scout Hall and Five Ashes Hall.	Lead Organiser	All emergency procedures are in place for all the venues MAYFACS uses in Mayfield & Five Ashes. Ensure any employees know these procedures when running MAYFACS activities.
Maintain safe and healthy working conditions, provide and maintain office equipment.	Manager	When in the (MAYFACS office), ensure good light; appropriate office furniture; good ventilation; encourage frequent movement from seat; Regularly check electrical equipment belonging to MAYFACS. Electrical equipment belonging to the halls used by MAYFACS will be checked in accordance to their H&S policies.
Health and Safety Law Poster location	Manager	Make people aware of location in each hall being used.



Mayfield & Five Ashes Community Services

Registered Charity No. 1166647

www.mayfacs.org.uk



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First-aid box Location:	Manager	Kitchen of all halls used; make sure lead organiser is aware of location.
Accident Book Location	Manager	Kitchen of all halls used; make sure lead organiser is aware of location
Covid 19 Response During the course of the Covid-19 coronavirus pandemic, it is a requirement that all employees/volunteers are conversant with, and act in accordance with current guidelines of H M Government, in particular those concerning social distancing when visiting and undertaking errands whether in the collecting of medical prescriptions or otherwise.	All staff	All staff will act in accordance with HM Government guidelines; will work at home or if required to be in the office, will work alone. No one will be admitted into the office unless a member of the employee's immediate family. All volunteers have been and will be issued with Volunteer Guidelines on social distancing when carrying out their tasks and any distribution of face masks will be accompanied by guidance of use in accordance with government advice. When working in the office, visitors will be admitted individually. Risk assessments will be updated according to new guidelines.
Reduce contamination To minimise the spreading of the Coronavirus	All staff	Surfaces to be wiped down at the end of the day. Own cups to be used. Desks spread out and windows and door to be kept open to allow air flow during working hours. Employees to not come into the office when unwell and to ask the public not to enter if they are feeling poorly.

POLICY No.
05

DATE POLICY REVIEWED/REVISED: May 2021 DATE FOR NEXT REVIEW: May 2024

TRUSTEE SIGNATURE: Signed on hard copy

TRUSTEE NAME (Print): L.Firrell (Chair)