



MAYFACS Shed HEALTH & SAFETY POLICY

This document is the Health and Safety Policy of the MAYFACS SHED.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, organising group members and members of the public, as far as it is reasonably practicable
- Keep the facility and associated equipment in a safe condition for all users, as far as it is reasonably practicable.
- Provide such training and information as is necessary to staff, volunteers, and users.
- Encouraging and supporting a culture whereby all members may identify, report, assess and control safety risks in the Shed

It is the intention of the Trustees to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trustees consider the promotion of the health and safety of its employees, volunteers, members and users who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage employees, volunteers, members, and users to engage in the establishment and observance of safe working practices, through delegated powers to the Shed Co-ordinator and MAYFACS Manager.

Employees, volunteers, members and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

DOCUMENTATION

- “Health & Safety Policy Statement and Locations” (attached)
- A “Health & Safety File” is maintained containing Risk Assessments, Policies & other documentation
- A “Shed Handbook” is maintained containing operational information and instructions and available at all times on site

POLICY No.	MSP-01 (rev B AUG 2023)
Review Date:	Aug 2023
Reviewed by: TRUSTEE NAME:	L.Firrell (Chair)



Mayfield & Five Ashes Community Services

Registered Charity No. 1166647

www.mayfacs.org.uk



TRUSTEE SIGNATURE:	Signed on Hard copy
Date for next review:	Aug 2026



Health and Safety Policy Statement and Locations

This is the statement of health and safety policy and arrangements for: **MAYFACS Shed**
MAYFACS Charity has overall and final responsibility for health and safety in the Shed.
The SOG Committee and Session Leaders have day-to-day responsibility for ensuring practice of this policy in the Shed.

Statement of General Policy	Responsibility of	Action/Arrangements
Prevent accidents and cases of ill-health arising from Shed activities by managing the health and safety risks in the Shed.	Shed Operational Group (SOG)	Review Shed environment, facilities and activities and produce appropriate Risk Assessments
Provide clear instructions and information, and adequate training, to ensure Sheddors act in a safe manner.	Shed Operational Group (SOG) and Session Leaders	Display operation instructions where appropriate. Provide induction and record and monitor inductions and usage of facilities.
Engage and consult with Sheddors on day-to-day health and safety conditions.	Session Leaders	Ensure those undertaking potentially hazardous activities have been inducted and maintain safe working practices.
Implement and display clear details of emergency procedures – evacuation in case of fire or other significant incidents.	Shed Operational Group (SOG)	Notices displayed on notice boards and in appropriate places.
Provide and maintain Personal Protective Equipment and ensure it is used where appropriate.	Shed Operational Group (SOG) and Session Leader	PPE provided, and notices instructing its use displayed. Monitor usage.



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Maintain safe and healthy conditions, maintain equipment and machinery, and ensure safe storage.	Shed Operational Group (SOG) and Session Leader	Maintenance procedures and processes to be recorded and followed.
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This Health and Safety policy is displayed at: MAYFACS Shed (on display and within H&S Folder)
First aid box is located at: Workshop, Social Area, WC
Accident log is located at: MAYFACS Shed
Fire assembly point is: Concrete area by Orchard entrance