



HEALTH & SAFETY POLICY
Mayfield & Five Ashes Community Services (MAYFACS)

This is the Health and Safety Policy Statement for: Mayfield & Five Ashes Community Services (MAYFACS), London House, High Street, Mayfield TN20 6AQ

STATEMENT

The Manager 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, Community Shed 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.	Manager	To liaise with the insurance broker and take appropriate action to renew the policies each year. He/she also is aware when changes need to be made to the policies. Trustees to be informed of any changes, additions and renewals.
Engage and consult with employees/volunteers on day-to-day health and safety conditions as and when appropriate.	Manager, Activities Co-ordinator and Volunteer Co-ordinator	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. Ensure they are also aware of the risk assessments and have a copy of this on site.
Implement emergency procedures – evacuation in case of fire or other significant incident in accordance with the policies of Mayfield Memorial Hall, Community Shed, Scout Hall and Five Ashes Hall.	Manager, Activities Co-ordinator and Volunteer Co-ordinator	All emergency procedures are in place for all the venues MAYFACS uses in Mayfield & Five Ashes. Ensure any employees and volunteers know these procedures and risk assessments 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



Mayfield & Five Ashes Community Services

Registered Charity No. 1166647

www.mayfacs.org.uk



		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.
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

POLICY No.

05

DATE POLICY REVIEWED/REVISED: Sept 2024 DATE FOR NEXT REVIEW: Sept 2027

TRUSTEE SIGNATURE: Signed on hard copy

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