



Penparcau Community Forum Ltd

HEALTH & SAFETY POLICY

The purpose of this policy is to help Staff and volunteers to enjoy the positive experience of volunteering.

This policy will be reviewed on an ongoing basis, at least once a year. PCF will amend this policy, following consultation, where appropriate.

Date Reviewed	Reviewed By	Position
02.02.2023	SAM HUGHES-EVANS	PCF Manager
02.02.2023	KELVIN JONES	Chairman

Next Review	.01.02.2024
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funded
through



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Penparcau Community Forum Limited is a company registered in England & Wales
(Reg. Number 9210780, Registered Office Address: As above)

Policy Statement

The policy of Penparcau Community Forum Ltd (the Forum) is to comply with the Health and Safety at Work Acts and all other statutory provisions, and to ensure as far as is practicable the health, safety and welfare of employees, volunteers and visitors.

Responsibility

The primary responsibility for health and safety matters rests with each individual member of staff and the Board. Staff and volunteers are expected to comply with health and safety instructions and to take all reasonable care of their personal health and safety and that of others who may be affected by their actions.

First Aid

The ***Appropriate Person*** for First Aid is the Forum Manager.

First aid boxes will be maintained at all Forum offices by the ***Appropriate Person***.

Designated first aiders will be in attendance at all Forum-run events, whether indoors or outdoors. They will be in possession of an appropriately stocked first aid kit.

Accident Book

All accidents and injuries will be recorded in the Forum's accident book as soon as is practicable.

Fire

- Notices detailing the procedure to be followed in the event of fire will be prominently displayed.
- Fire escape routes will be clearly marked.
- Fire doors must be kept closed when not in use.
- Fire appliances will be correctly positioned and their location and means of operation understood by staff
- Electrical appliances shall be correctly wired so as to obviate any fire hazard.
- Electrical circuits are not to be overloaded.
- Cleaning fluids or any other inflammable substances must not be stored near to electrical or other fires.
- Cigarettes must always be properly extinguished in designated outside smoking area
- **No Smoking indoors.**

General Matters

- Machinery and equipment must only be maintained and repaired by authorised personnel.
- Drawers to filing cabinets must be kept closed when not in use.
- Stationery and files must be tidily and securely stored. Floors must be kept clear in all offices. Passageways must not be obstructed by any such stored material.

Training

Health & Safety representatives will be nominated for each office and appropriate training will be given.

Operation of VDUs - Eye Tests

Staff who regularly use VDUs in the course of their duties are entitled to have their eyes tested annually at the Forum's expense.

The member of staff or volunteer concerned is responsible for all costs related to upgrading or replacing spectacles and frames.