

Barrow upon Soar Community Association

Health and Safety Policy

This is the Health and Safety Policy Statement of Barrow upon Soar Community Association (BUSCA) based on Health and Safety at Work etc Act 1974:

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with all on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for volunteers (including trustees and members of each sub group management committee)
- to ensure all volunteers are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of activity and work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

Responsibilities:

Overall and final responsibility for health and safety is that of the BUSCA trustees

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the BUSCA chair and vice chair

To ensure health and safety standards are maintained/improved, all volunteers (including BUSCA trustees) are expected to:

- co-operate with the persons named above on health and safety matters
- not interfere with any equipment provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from BUSCA activities:

Risk assessments will be undertaken by the management committee of each sub group of BUSCA (BATS, Barrow Voice, Events, Heritage, Library, Twinning Association, Web administrators.)

The findings of the risk assessments will be reported to BUSCA trustees.

Action required to remove/control risks will be approved by BUSCA trustees and reported to the management committee of each sub group.

The BUSCA Chair will be responsible for ensuring the action required is implemented via the chair of each sub-group management committee.

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The management committee will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

Consultation with Volunteers (including members of the management committee):

BUSCA trustees will consult with sub group volunteers (via the management committee of each sub group) on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to volunteers (including BUSCA trustees and members of the sub groups and their management committee) on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training
- the health and safety consequences for them of any new technology we plan to introduce

The information provided to volunteers (including members of the management committee) will be in a form that can be easily understood.

BUSCA trustees will consult directly with volunteers (including members of their management committees) in the most efficient way possible.

BUSCA trustees will allow enough time for volunteers (including members of their management committee) to consider the issues and give informed responses. Volunteers (including members of their management committee) are encouraged to ask questions, raise concerns and make recommendations.

BUSCA trustees will take volunteers' (including members of their management committee) views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safety equipment:

BUSCA trustees will be responsible for identifying all equipment needing maintenance.

The sub group management committees will be responsible for ensuring effective maintenance procedures are drawn up.

The sub group management committees will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the relevant management committee immediately.

The relevant management committee will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances:

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The management committee will check that new substances can be used safely before they are purchased.

Neither BUSCA trustees nor the various sub groups currently use or store any substances which need a COSHH assessment, other than commercial cleaning materials.

Information, instruction and supervision:

The Health and Safety Law poster is displayed in the library near the photocopier

Health and safety advice is available from BUSCA Chair or on the HSE website <https://www.hse.gov.uk/>

Supervision of young volunteers/trainees will be arranged/undertaken/monitored by the individual sub group management committee.

Competency for tasks and training:

Induction training will be provided for all library volunteers by library Volunteer Trainers

Training records are kept at the library by the Volunteer Coordinator.

Training will be identified, arranged, and monitored for other sub groups by their own management committees

Accidents, first aid and work-related ill health:

Health surveillance is not required in relation to any activities of BUSCA sub groups.

The library first aid box is kept in the kitchen in the cupboard designated by the appropriate sticker.

All accidents, near misses and cases of work-related ill health are to be recorded in the accident book of each sub group

The chair of each sub group is responsible for reporting accidents, diseases and dangerous occurrences to the management committee and then to the BUSCA chair

Monitoring:

To check safe working conditions, and ensure safe working practices are being followed, the management committee of each sub group will carry out regular site inspections and investigate any accidents, near misses that occur.

The management committee of each sub group is responsible for investigating accidents.

BUSCA Chair and the sub group management committees are responsible for investigating work-related causes of sickness and they are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation:

The chair of each sub group is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes should be checked daily by anyone on site for obstructions and cleared if blocked

In the case of Barrow library, fire extinguishers must be maintained and checked by appropriate person/s every year. Alarms must be tested every week/month by a designated volunteer of the library.

Emergency Evacuation Procedure:

For the library, an emergency evacuation should be carried out periodically and the procedure is on display situated by the Fire Extinguishers across the site.

For all other sub groups, their management committee is responsible for assessing the details of emergency evacuation of whatever premises is being used.

This Health and Safety policy is to be reviewed regularly to ensure that any changes required are implemented. With a full review every 2 years.

Reviewed 10th Feb 2026

Date for new review: Sept 27

Signed:

Date