

FRINTON & WALTON HERITAGE TRUST

Registered Charity No: 289885

Health & Safety Policy

including the Risk Assessment Template and Accident Procedures

Policy Statement

Frinton & Walton Heritage Trust (the Trust) recognises, accepts and complies with its statutory health and safety duties to provide a safe and healthy working environment (as far as is reasonably practicable) for all its members, volunteers and visitors to its premises, events and activities under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care, and, in general, to:

- make its buildings and other spaces safe and without risks to health;
- ensure plant and machinery are safe and that safe systems of work are established and followed;
- ensure articles and substances are moved, stored and used safely; and
- give volunteers information, instruction, training and supervision as required.

In particular, the Trust:

- assesses the risks to health and safety of its members, volunteers and visitors (see attached Risk Assessment Template);
- appoints a person to lead on health and safety matters;
- sets up building evacuation and accident procedures (see attached accompanying Accident Procedure);
- provides adequate First Aid facilities and training;
- makes sure that its buildings, gardens and other spaces, including temporary spaces, satisfy health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- makes sure that equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used only after appropriate training;
- prevents, or adequately controls, exposure to substances that may damage health;
- takes precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoids hazardous manual handling operations and, where they cannot be avoided, reduces the risk of injury;
- provides health surveillance as appropriate;
- provides, free-of-charge, any protective clothing or equipment where risks are not adequately controlled by other means;
- ensures that appropriate safety signs are provided and maintained; and
- reports certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of the Trust's Members & Volunteers

Members and volunteers also have legal duties, and they include the following:

- to take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- to co-operate with the Trust on all health and safety matters, including attending training sessions;
- to use work items provided by the Trust correctly, including personal protective equipment, in accordance with training or instructions;
- not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- to follow the instructions in the Accident Procedure and to report, at the earliest opportunity, all injuries, accidents or occurrences which could lead to an incident, whilst at the Trust's buildings, other spaces and whilst on activities and events organised by the Trust. This includes those involving the public and participants in activities organised by the Trust.

Health & Safety Law and good practice apply not only to Trust members and volunteers but also to organisations and people who occupy or use community buildings to which members of the public have access.

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 email: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

Frinton & Walton Heritage Trust Risk Assessment Template

To be used when a standard risk assessment is not applicable

Activity or area covered in the risk assessment, to be completed before the event:	
Who will be affected by the activity (volunteers, contractors, visitors, members of the public, pupils etc)?:	
Assessor's name:	
Assessment date:	

Steps to Risk Assessment	
Identify the hazards	
Hazard:	A hazard is something that can cause harm, for example: a wire across a walkway that people may trip over, protruding bolt from a wall, improper use of tools/equipment or poor separation between traffic and pedestrians.
Evaluate the risk	
What harm could be caused?	What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality.
How likely is the risk to occur? High, Medium or Low	What is the probability an incident will occur? High, Medium or Low probability.
Who might be harmed?	Who will be affected by the activity (volunteers, clients, contractors, visitors, members of the public, school pupils etc)?
Decide what precautions to put in place	
What control measures do you already have in place?	The existing control measures are what you already have in place. Examples include regular servicing and testing of equipment, Volunteer training, personal protective equipment, staff supervision, etc.
What further action/control measures are required?	Further control measures are what you need to do to achieve an acceptable level of safety. Examples include: elimination or substitution of a particular product, item or process, keeping items locked away/out of reach, erecting a barrier, etc.
What is the remaining risk Level? High, Medium or Low	What is the remaining probability of the risk occurring after all the control measures are applied? High, medium or low probability. If a significant risk level remains, further assessment or control measures may be required.
Implement your findings	
What action by whom and when?	Nominated person to complete the remedial control measures and the date by which they will be achieved.

After the event/activity the completed form should be returned to the Support Services Sub committee

Identify the hazards	Evaluate the risk			Decide what precautions to put in place			Implement your findings
Hazard	What harm could be caused?	How likely is the risk to occur? High, Medium or Low	Who might be harmed?	What control measures do you already have in place?	What further action / control measures are required?	What is the remaining risk Level? High, Medium or Low	What action by whom and when?

After the event/activity the completed form should be returned to the Support Services Sub committee

Accident Procedures

This Accident Procedure provides the instructions which all Members and Volunteers need to follow in the event of an accident.

First Aid Kits are available at all Trust buildings and activities and are regularly checked by the Property Management Sub-committee. Members and volunteer stewards are kept informed of their location in every premises and at every event or activity. All members and volunteers must wear disposable gloves when attending to any injury/accident.

Minor Injuries/Accidents Procedure

If any person sustains a minor injury (not requiring professional medical attention), these instructions should be followed:

- an injured person should be provided with equipment from the First Aid Kit to deal with their injury under instruction (for example, a plaster or sling is provided). However, if the injured person is unable to deal with the injury themselves, then a member/volunteer should do it on their behalf;
- all injuries/accidents must be recorded in the Incident/Accident Book stating the person's name, the time and date of injury/accident, what happened and where it happened, the nature of the injury/accident, the assistance provided and the names of those who provided it, as well as the names of other members/volunteers present at the time.

Major Incidents/Accidents Procedure

For all major incidents these instructions should be followed:

- a responsible person will assess the circumstances, acting decisively and quickly to ensure the safety and wellbeing of all including any injured people (e.g. removing the hazard to avoid further risks of injury);
- if people are seriously injured, call 999 for medical assistance/advice and follow the instructions given;
- if anyone is taken to hospital, details of the next of kin should be obtained, if possible, to ensure all parties are kept informed about the ongoing situation;
- all major incidents/accidents must be reported to the Chair or Vice chair as soon as possible who will notify the appropriate authority if required (please see HSE contacts for advice above); and
- all incidents/accidents must be recorded in the Incident/Accident Book stating the name(s), the time and date of their injury/accident, what happened and where it happened, the nature of the injury/accident, the assistance provided and the names of those who provided it, as well as the names of other members/volunteers present at the time.

Date of adoption: 20th March, 2025

Date of review:.....