



SEN-ACTIVE COMMUNITY GLOW CIC

Health & Safety Policy

Reviewed May 2026

Part 1: Statement of General Policy

Sen-Active Community Glow CIC is committed to ensuring the health, safety, and welfare of all its volunteers, service users, and visitors. We aim to create a safe and healthy working environment that aligns with our duty of care obligations. We recognise our responsibility to operate in compliance with all relevant health and safety legislation and to promote a culture of safety and vigilance within our organisation.

This policy applies to all volunteers, service users, and visitors involved in our activities. We are committed to:

- Providing a safe and healthy working environment for everyone involved with our organisation.
- Ensuring all volunteers understand their responsibilities in maintaining safety.
- Regularly reviewing and updating our health and safety practices to ensure ongoing compliance and improvement.

Signed:

Gavin Wood

Director, Sen-Active Community Glow CIC

Date:

Part 2: Legal Framework

Our health and safety policy is built upon the framework set by the following UK legislation:

- **Health and Safety at Work etc Act 1974:** Provides the overarching framework for workplace health and safety.
- **Management of Health and Safety at Work Regulations 1999:** Requires risk assessments and management of health and safety.
- **Manual Handling Operations Regulations 1992:** Governs the safe handling of loads.
- **Electricity at Work Regulations 1989:** Concerns the safe use of electrical equipment.
- **Health and Safety (Display Screen Equipment) Regulations 1992:** Covers the safe use of computers and other display screen equipment.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):** Outlines the requirements for reporting workplace incidents.
- **Corporate Manslaughter and Corporate Homicide Act 2007:** Establishes corporate liability for gross breaches of duty of care.

Part 3: Organisation and Responsibilities

Overall Responsibility: Gavin Wood (Director)

- Ensure the implementation of the health and safety policy.
- Provide adequate resources for health and safety.
- Regularly review and update the policy as necessary.
- Ensure comprehensive risk assessments are completed.
- Facilitate appropriate training for volunteers.

Volunteers:

- Adhere to all safety procedures and protocols.
- Report any health and safety concerns immediately.
- Only undertake tasks for which they have received appropriate training.

Part 4: Arrangements (How We Manage Health & Safety)

4.1 Risk Assessment

- Conduct risk assessments for all activities before they commence.
- Review risk assessments annually or when significant changes occur.
- Communicate significant findings to all affected individuals.

- Use a structured risk assessment process: identify hazards, determine who might be harmed, evaluate risks, record findings, and review regularly.
- Prepare event-specific risk assessments for all public events.

4.2 Manual Handling

- Avoid manual handling tasks where practicable.
- Conduct risk assessments for unavoidable manual handling tasks to establish safe methods.
- Provide training in safe lifting techniques.
- Supply mechanical aids where feasible.
- Specify maximum weights and team lifting requirements for tasks.

Driving and Vehicle Safety

- Verify that all drivers hold the appropriate licences.
- Check driving licences and vehicle insurance annually.
- Ensure vehicles are maintained and roadworthy.
- Conduct vehicle checks before journeys.
- Enforce rules on mobile phone use and managing tiredness.
- Plan journeys for long or complex routes to ensure safety.

Lone Working and Home Visits

- Perform risk assessments for home visiting activities.
- Implement check-in/check-out procedures.
- Require use of mobile phones or other communication devices.
- Provide personal safety training.
- Establish procedures for managing aggressive behaviour.
- Set up emergency contact arrangements.

Display Screen Equipment (DSE)

- Conduct workstation assessments for regular DSE users.
- Provide appropriate equipment for comfortable use.
- Encourage regular breaks from screen work.
- Offer eye tests upon request.
- Train volunteers on good posture and workstation setup.

Working with Children

- Maintain appropriate supervision ratios at all times.
- Ensure DBS checks for all staff and volunteers.

- Adhere to safeguarding policy at all times.
- Secure parental consent for activities involving children.
- Conduct age-appropriate risk assessments.

Working with Vulnerable Adults

- Implement safeguarding procedures for vulnerable adults.
- Conduct DBS checks where required.
- Perform individual risk assessments as necessary.
- Train staff on vulnerability issues and safeguarding practices.

Fire Safety

- Promote fire safety awareness at all venues.
- Ensure all personnel are familiar with venue-specific fire procedures.
- Make emergency contact numbers readily available.

First Aid

- Complete a first aid needs assessment regularly.
- Provide and maintain well-stocked first aid kits.
- Designate Gavin Wood as the trained first aider.
- Keep first aid training current.
- Display first aid information prominently.

Accident and Incident Reporting

- Mandate reporting of all accidents and near misses.
- Maintain and keep the accident book confidential.
- Investigate serious incidents thoroughly.
- Report RIDDOR incidents within required timeframes:
 - Deaths and specified injuries: immediately
 - Over-7-day injuries: within 15 days
 - Occupational diseases: when diagnosed
- Learn from incidents to prevent future occurrences.

Training

- Provide induction training for all new volunteers.
- Identify and deliver role-specific training.
- Maintain comprehensive training records.
- Schedule refresher training as required.
- Cover topics such as fire safety, manual handling (where relevant), and first aid awareness.

Consultation

- Keep volunteers informed of safety procedures and updates.
- Encourage feedback on safety concerns and issues.
- Discuss safety matters at team meetings and encourage open communication.

Part 5: Monitoring and Review

- Review this policy annually to ensure continued relevance and effectiveness.
- Trigger reviews based on changes in legislation, significant incidents, or alterations to activities.
- Gavin Wood is responsible for initiating policy reviews.
- Notify all volunteers of any policy changes promptly.

Key Contacts

- **Health & Safety Lead:** Gavin Wood

Role: Director

Email: senactive.cic@gmail.com

- **First Aiders:** Gavin Wood
- **Emergency Services:** 999
- **HSE Infoline:** 0300 003 1747
- **HSE Website:** hse.gov.uk

This health and safety policy is effective as of 18th May 2026. Please ensure all volunteers and personnel are familiar with its contents and committed to upholding its principles.

Next review: May 2029