



HEALTH AND SAFETY POLICY

This Policy is supported by documents:

HS.1.a SWAY - Health & Safety Handbook
HS.2 SWAY - Fire Safety Policy / Handbook
HS.3 SWAY - Food Hygiene Policy / Handbook
HS.4 SWAY - Risk Assessments
HS.5 SWAY - Appendices
St.4 SWAY - Lone Working Policy

1. PURPOSE

SWAY, as the owner and operator of **The Hub**, accepts responsibility under the **Health and Safety at Work etc. Act 1974**, to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees, volunteers, contractors, children and young people (CYP), members, visitors, and others who may be affected by its activities. Furthermore, under the **Health & Safety (First Aid) Regulations 1981** SWAY has a duty to make adequate provision for first aid in respect of employees.

SWAY recognises that Health and Safety is both a statutory requirement and a business function, requiring continuous improvement. The organisation commits to identifying and controlling risks, ensuring safe systems of work, and maintaining a culture of safety.

As owner and operator of **The Hub**, SWAY holds responsibility for ensuring that Health and Safety requirements are met throughout the premises. Policies and procedures will be reviewed regularly in line with legislation and good practice.

To this end SWAY will:

- Ensure adequate arrangements for the planning, development, and review of this policy.
- Consult with staff on matters affecting health and safety.
- Devote appropriate resources (finance, equipment, personnel, time) to health and safety.
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- Ensure that minimum standards that will be adopted by the Organisation are those required by law, although the Organisation will always seek to exceed these where there is a demonstrable benefit
- Provide and maintain a safe working environment, equipment, and systems of work.
- Ensure all employees and volunteers are competent to do their tasks and receive appropriate training.
- Manage and reduce risks associated with hazardous substances (COSHH).
- Maintain safe working conditions and minimise the risk of accidents and ill health.
- Provide training, instruction, and supervision to promote safety awareness.
- Ensure emergency procedures and safe access/egress are maintained.
- Provide appropriate welfare facilities.
- Carry out risk assessments periodically and act on findings.
- Promote user involvement through handbooks, posters, and reporting systems.
- Ensure Health and Safety encourages direct service user involvement through provision of informational literature (user handbooks, information posters) and reporting systems (maintenance and safety recording folders)

The day-to-day administration of the policy shall be the responsibility of the Manager. He or she is responsible for any of the premises and activities administered by the Organisation. He or she shall be responsible for compliance at The Hub, as well as bringing such items as are covered by the Health and Safety at Work Act 1974, and by this policy, to the attention of the provider of other premises used and its management group.

The day-to-day responsibility for safety in other premises will be vested in the respective staff and activity leaders according to the circumstances of the respective venues. They shall be responsible for ensuring that any known safety defects or deficiencies are rectified or are brought to the attention of the owner of the premises and carry out appropriate risk assessments. The Provider of the Premises shall be responsible for ensuring the periodic testing and recording of the test of the fire appliances and the emergency escape procedures.

This Policy is written with particular consideration to the following legislation and SWAY believes that this policy meets the following listed requirements:

- Health & Safety at Work etc Act 1974
- Equality Act 2010

2. PERSONS AFFECTED

This policy applies to all SWAY staff, including employees and volunteers, participants, CYP, contractors, and visitors at **The Hub Community Centre**.

Contractors and external organisations are expected to provide their own Health & Safety policy and demonstrate compliance with SWAY's policy.

All sites which are not SWAY premises on which volunteers, CYP and staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the Organisation's policy on Health and safety.

3. RESPONSIBILITIES

Trustees and Leadership

- The **Chair of Trustees** holds overall responsibility for Health and Safety.
- Day-to-day responsibility lies with the **Manager**, supported by staff and activity leaders at **The Hub** and beyond.

Staff, Volunteers, Contractors, CYP, and Visitors

All individuals have a legal duty to:

- Take reasonable care of their own health and safety, and that of others.
- Co-operate with SWAY to meet statutory duties.
- Familiarise themselves with the Health and Safety Policy and emergency procedures.
- Report all accidents, incidents, near misses, and hazards immediately to the relevant supervisor/lead worker.
- Use equipment, protective clothing, and facilities only as intended, and report defects immediately.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Only operate machinery, electrical, or mechanical equipment if authorised and trained to do so.
- Ensure personal electrical equipment has been safety-tested before use on SWAY premises.
- Store goods and equipment safely, paying special attention to hazardous materials.

Failure to comply with these responsibilities may result in disciplinary action.

4. PROCEDURES

All SWAY employees and volunteers have a responsibility to engage in:

- **Accident Reporting:** All incidents, accidents, near misses, and dangerous occurrences must be reported immediately to a supervisor or manager and recorded in the accident log.
- **Emergency Procedures:** All staff, volunteers, and contractors must be familiar with evacuation routes, assembly points, and fire safety equipment within **The Hub**.
- **Training and Competence:** SWAY will provide induction and refresher training as appropriate.
- **Equipment Use:** Only use equipment and facilities that are fit for purpose and maintained in safe condition.

Copies of this Health & Safety Policy will be displayed on the website and will be available in **The Hub**, a paper copy can be requested from the Administrator, a digital copy can be found online in the shared Policy folder.

5. VERIFICATION AND REVIEW

The **Chair of the SWAY Board of Trustees** will ensure this policy is reviewed annually or earlier if required by legislation or significant organisational changes.

All updated versions will be approved by the Board of Trustees, minuted, and shared with all projects, groups, and activities under SWAY. Policies will also be assessed against Equality Act 2010 categories to ensure compliance.

Written: October 2025

Approved:

Review Due: