

Introduction

As head leaseholder, The Ferryside Social Enterprise Group (FSEG) has overall responsibility for health and safety on the site known as Calon y Fferi Community Centre, and for ensuring that it fulfils all its legal responsibilities. The group's trustees recognise their duty to uphold this policy and to agree the necessary funds and resources to put it into practice.

The site has four categories of users

- Trustees and other volunteers carrying out their duties
- General public attending events organised by FSEG
- Tenants and their visitors
- Hirers of rooms or facilities on a sessional basis and their users

Overall Responsibility

FSEG is responsible for:

- Implementation and monitoring of health and safety policies for the whole site.
- Installing appropriate safety measures including fire detection and alarm systems.
- Appropriate insurance cover.

Policy Statements

We will investigate, and maintain a record of, all accidents or unsafe incidents. This will form the basis for a report to the trustees as soon as practicable.

Trustees, Staff and Volunteers

FSEG will be responsible for:

- Assessing the risk to the health and safety of trustees, volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations. Risk assessments are to be reviewed when there is a significant change to activities, the premises or the equipment used.
- Ensuring that equipment provided by FSEG is safe and well maintained.
- Providing a safe environment for trustees and volunteers.
- Providing information, instruction and training for trustees and volunteers in safe working methods and procedures, including emergency procedures, as required.

General Public

FSEG will be responsible for:

- Installing appropriate signage showing the limits of the public areas.
- Eliminating hazards.

Tenants

FSEG will ensure that:

- Risk analyses are carried out by the tenants for their activities as required
- Hazardous activities do not take place
- Appropriate fire detection and alarm systems are installed in tenants' premises.
- Where tenants share a building the alarm systems are interconnected and that evacuation procedures take the other tenants into account

Sessional Hirers

FSEG will ensure that sessional hirers:

- Are made aware of the site safety standards and procedures
- Are made aware that they are responsible for the safety of their activities
- Carry out risk analyses of their activities

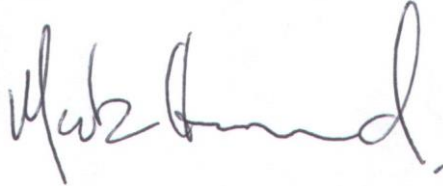
- Have appropriate insurance cover

Reviews

This policy and related procedures will be reviewed bi-annually.

Signature of chair:

Date of signature/ratification of policy :

A handwritten signature in black ink, appearing to read 'Mab Fund', written over a faint circular stamp.

Date that next review is due: May 2022

Date policy reviewed: December 2022