

KINGSMEADOW @ MADEFOREVER HEALTH AND SAFETY POLICY/ RISK ASSESSMENT & PROCEDURES

Kingsmeadow @ MadeForever (K@M4E) recognises its legal responsibility for the health and safety of everyone using the building, including staff, volunteers and members of the public. All employees and volunteers must ensure that this policy is implemented. The trustees will receive and consider a health and safety report every year and ensure that this policy is kept up-to-date.

The purpose of the policy is to set general standards for health and safety. The trustees will ensure that:

- responsibility for meeting the standards is delegated to appropriate staff
- the staff are held accountable by the trustees for this

This is the statement of general policy and arrangements for:		Kingsmeadow @ MadeForever
Board of Trustees		has overall and final responsibility for health and safety
Catherine Sama – Chief Officer		has operational responsibility for implementing policy
– Hub Manager/– Administrator/– Wellbeing Service Lead		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name	Action/Arrangements (what are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Hub Supervisor Office/Admin Assistant	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) Ensure all Centre users are aware of policy.
Provide clear instructions, information and adequate training, to ensure employees are competent to do their work. Update and review policy as required.	Chief Officer Hub Supervisor Office/Admin Assistant	Staff and sessional workers given necessary health and safety induction and provided with appropriate training (including Covid-19 guidelines and personal protective equipment use). Ensure all relevant documents are provided to employees and continue identify and provide new training needs. Carry out Annual health & Safety risk assessment, bringing in external expertise if needed, sharing annual assessment with the trustees with recommendation for actions, monitoring and reporting on the effectiveness of the policy and health & safety incident or compliance issues.
Provide clear instructions, information and adequate training, to ensure volunteers understand their Health & safety responsibilities. Ensure all Centre Users are aware of K@M4E policy.	Hub Supervisor Office/Admin Assistant Wellbeing Services Lead	Ensure volunteers are given relevant health and safety induction, training and support. (including Covid-19 guidelines and personal protective equipment use). Also, ensure Centre user are aware of their responsibilities.
Engage and consult with employees on day-to-day health and safety conditions.	Hub Supervisor Office/Admin Assistant	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular team meeting or sooner if required to identify problems and plan improvements.

	Wellbeing Services Lead	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Hub Supervisor Office/Admin Assistant Wellbeing Service Lead	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Provide and maintain equipment and machinery and ensure safe storage/use of substances.	Hub Supervisor Office/Admin Assistant Wellbeing Service Lead	System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Maintain safe, hygienic and healthy daily environment on premises for all Centre users. Following Public Health Guideline.	Hub Supervisor Office/Admin Assistant Wellbeing Services Lead	Ensure Risk Assessments are being practiced by cleaners employees, volunteers, visitors and all Centre users. High standards of routine hygiene are practiced.
Management of health and safety	All Staff Volunteers Board of Trustees	All staff and volunteers are responsible for meeting the minimum standards set by law and ensuring that they are mindful of the health and safety of service users, visitors, staff and volunteer at all times. The trustees will consider health and safety issues and any compliance issues every year, based on a report to the trustees from the Chief Officer.

Health and safety law poster is displayed at (location)	Reception and Lounge
First-aid box is located:	Reception, Sports Hall and kitchen
Accident/Incident book is located:	Reception

Signed/Position:	Martin Farmer / Chair of Trustees	Last review Date:	May 2025
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RISK ASSESSMENT/PROCEDURES

An assessment/audit will be carried out annually, involving a review of:

- relevant standards and regulations;
- factors specific to Kingsmeadow @ MadeForever;
- staff and volunteer experience and training;
- working methods, including any lone working
- contingency and emergency plans;
- recording of information about incidents, accidents and hazards
- assessment of risk, using the Health and Safety Executive Guidelines:
 1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the risks and decide on precautions
 4. Record the findings and implement the precautions
 5. Review the assessment and update when necessary

The review will be used to enable the trustees to plan any improvements needed to equipment, facilities, training, signage or any other aspect of health and safety. It is the trustees' responsibility to ensure that any issues highlighted in the assessment are dealt with properly and quickly. The trustees have a responsibility for maintaining a safe working environment.

Training

Health and safety training needs of staff and volunteers will be identified and planned for annually. Priorities for training include ensuring volunteers and staff: understand their responsibilities for health and safety; are aware of key health and safety rules; understand any new requirements or legislation; are aware of hazards and what to do if they identify health and safety issues.

Records, Statistics and Monitoring

K@M4E keeps records of incidents and hazard situations. Information obtained from the analysis of this information is acted upon where necessary. An incident book is maintained for the purposes of recording any accident/incidents.

Company name: Kingsmeadow @ MadeForever

Date of risk assessment: May 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to take any further action to control this risk?	Further Action by who?	Further Action by when?	Further Action completed date
Slips and trips	Staff and visitors of the premises may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	<ul style="list-style-type: none"> • General good housekeeping is carried out, specific attention pays to high risk areas. E.g. kitchen and toilet. • Surface to be inspected regularly and repaired as necessary. • Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. • Car park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities available next to the Centre entrance. • Good lighting in car park and all rooms and corridors in the Centre. • Users know to clear up spillages immediately and know where equipment for this is kept. • Mats at entrances to stop rainwater being carried in. • No trailing electrical leads/cables. 	<ul style="list-style-type: none"> • Monitoring daily checks system in place • See Cafe/kitchen area Risk Assessment. 	Wellbeing Service Lead	Daily	Daily
Accidents & Incidents	Staff, volunteers and Hub Users e.g. low risk of injury caused by others, harassment, burn, cut and bruises.	<ul style="list-style-type: none"> • First aid kit and qualified first aid on site • Accident recording, reporting and an investigation system in place • See also, Café/kitchen risk assessment for control of cuts and burn 	<ul style="list-style-type: none"> • First aid kits check monthly and items replace • Notification of RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations) 	First Aiders Appointed Health and Safety Officer	When needed	

Fall from work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> • Appropriate, commercial stepladder securely stored and available for use. • K@M4E staff know how to use the stepladder safely. • Providing information of HSE guidance on safe use of stepladders and make available to those who may use stepladder • System in place for checking condition of stepladder 	<ul style="list-style-type: none"> • Monitoring system in place for checking step ladder 	Wellbeing Service Lead Work area Lead	Before use	Before use
Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park.	<ul style="list-style-type: none"> • Entrance/exit to car park clearly marked. For large events, parking controlled by marshals wearing high-visibility vests. • Car park well lit. • Skip/recycling collection supervised by Facilities Coordinator. • System in place to advise users to consider whether they need to control car parking. 	<ul style="list-style-type: none"> • Apply 5 mph speed limit in car park and put up signs 	Wellbeing Service Lead Work Area Lead	Review when needed	
Hazardous substances Eg cleaning products	The cleaner, anyone else cleaning. Risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	<ul style="list-style-type: none"> • Mops, brushes and strong rubber gloves provided. • Cleaning products marked 'irritant' replaced with milder alternatives. • Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. • Cleaning products stored securely 		Wellbeing Service Lead Work Area Lead		
Hygiene / Prevention of Infections	Cleaners, staff and Centre users	<ul style="list-style-type: none"> • General Cleaning, provision of hand washing facilities and hand sanitiser 	Particular attention paid to "touch points"	Cleaners	Daily	Daily

Electrical Equipment and wiring	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> • Fixed installation correctly installed by qualified electrician and inspected regularly. • Safety plugs in sockets. • Portable equipment checked for visual signs of damage before use. • Routine checks carried out by Facility Supervisor. All repairs done by an approved SGC qualified contractor. • Users know they are responsible for safely using any equipment on site, must follow manufactures instructions and not overload sockets. • Annual Pat test carried up for all electrical equipment. • Routine building electrical wiring inspection carried out by qualified contractor. No person is to make any alterations to the electrical installation without prior agreement from the Chief Officer. 	<ul style="list-style-type: none"> • Make sure Staff know where the fuse box is and how to switch supply off in an emergency. • Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and safety file. • Facility Supervisor to create a store for broken equipment. 	Well Being Service Lead Administrator	Review when needed	
Equipment	Users, could be injured by collapsing stacks and inappropriate use of equipment	<ul style="list-style-type: none"> • Users know that they must stack/store tables & chairs and equipment carefully so that they do prevent injury. • Use of equipment is supervised by staff for activities directly run by K@M4E • Users know they are responsible for safely using any equipment on site, must follow manufactures instructions 	<ul style="list-style-type: none"> • No further action needed. 			

Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> • Trolleys available to move heavy equipment and users know where they are kept. • Also, see café/Kitchen risk Assessment 	<ul style="list-style-type: none"> • No further action needed. 			
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Contractors/ Maintenance workers are most at risk.	<ul style="list-style-type: none"> • Contractor/ maintenance workers must carry out asbestos risk assessment before starting work. Find out if the area they are working on contains any asbestos (e.g. in ceiling tiles, wall panels). 	<ul style="list-style-type: none"> • Record where asbestos is found and put-up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). • If found damaged asbestos to be removed by specialist contractors. • If building is ever demolished/refurbished, asbestos should first be removed by specialist contractors 	Wellbeing Service Lead Work Area Lead	N/A	N/A
Fire	If trapped, Hub users could suffer fatal injuries from smoke inhalation/burns	See Fire risk assessment.	<ul style="list-style-type: none"> • Ensure the actions identified as necessary by the fire risk assessment are done. 	Wellbeing Service Lead Work Area Lead		
Legionella Disease	Staff, volunteers and centre users.	Monthly Legionella test carried out.		N/A		

Assessment Review date: May 2026