



HEALTH AND SAFETY POLICY

Purpose

Holt Community Centre is committed to providing a safe and healthy environment for all users, staff, volunteers, and visitors.

Responsibilities

- The Management Committee has overall responsibility for health and safety.
 - The Centre Manager (or nominated person) is responsible for day-to-day implementation.
 - Staff and volunteers must take reasonable care of themselves and others and follow safety procedures.
 - Users of the centre must follow centre rules and report hazards.
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Arrangements

- Risk assessments will be carried out and reviewed regularly.
 - Accidents and incidents will be recorded and investigated.
 - Fire safety procedures will be followed at all times.
 - First aid provision will be maintained.
 - The premises will be inspected regularly.
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Review

This policy will be:

- Reviewed annually
 - Updated following changes in legislation, guidance, or Centre operations
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Approval

This Health and Safety Policy is approved by the Management Committee of The Holt Community Centre.

Date approved: _____

Review date: _____

Signed (Chair / Authorised Person): _____