

Health & Safety

Policy Statement
&
Procedures

General Statement

The Health & Safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are, and will continue to be, implemented following the identification of work-related hazards and assessment of the risks associated with them.

We recognise the importance of employer / employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and / or in associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

Leasowe Community Centre Trust.

Registered Charity Number 1214971

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises e.g. contractors, visitors and students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation / establishment. We will review its effectiveness as appropriate and, in any case, at least annually.

Signed (for on behalf of the Association)

Karl Greaney

Position

Chair

Date

17 December 2025

Leasowe Community Centre Trust.

Registered Charity Number **1214971**

Responsibilities for Health & Safety

The overall and final responsibility for Health and Safety is that of Wirral Borough Council in conjunction with LPYCA.

Day to Day responsibility for ensuring this policy is put into practice is delegated to the Senior Playworker and volunteer coordinator.

To ensure that health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Position	Responsibility
	To develop, implement and maintain a health & safety policy for Wirral Trust; taking account of emerging legislation and overseeing practical application.
Chair	To undertake risk assessments and keep monitoring records of health and safety issues. To take the necessary corrective action to minimise risks. To source product specifications for COSH legislation and communicate hazards to appropriate staff. To keep an inventory of plant and equipment and ensure that periodic inspections are undertaken in line with legislation and manufacturer's instructions. To keep a file of equipment instructions and maintenance needs. To carry out health and safety inductions and basic training.
Wirral Borough Council	Ensure use of hazardous chemicals is in line with instructions from the Maintenance Manager. To identify health and safety issues around the building and inform the Maintenance Manager.
Secretary	To maintain records of meetings where Health and Safety issues have been discussed.
WBC & Coordinator	To maintain health and safety and food hygiene in the kitchen environment.

All employees have a responsibility to:

- Co-operate with Supervisors and Managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Risk Assessments

Task Risk Assessments

It is the responsibility of Wirral Borough Council (WBC) to ensure that a complete simple assessment including all activities and processes are carried out for all staff. The staff members whom are responsible for carrying out these assessments are identified in the responsibilities for Health and Safety section.

- These assessments must be recorded on the risk assessment form. (See Appendix D)
- Should the level of risk be deemed high, then the person carrying out the assessment must advise the Chair.
- On receipt of the information the Chair must arrange through WBC for a qualified trained Risk Assessor to undertake a qualitative risk assessment with close regard to the relevant legislation.
- Risks which are above 10 have a high priority within the company and risks which exceed 6 but remain below 10 will be monitored but with a low priority.
- When the assessment has been completed, the Risk Assessor will identify any required action relating to control measures. This will be communicated to the Chair with timescales for completion.
- During the process of carrying out the risk assessment, if the activity is found to be of imminent danger and temporary control measures cannot be put into place, the activity must be stopped until the hazard is eliminated or the required control measures are put into place.
- On completion of both the simple assessments and any qualitative risk assessments the originals will be forwarded to the WBC for signature.

They will then be passed to the Chair who will retain all risk assessments on file and for reference purposes.

The results will be communicated to the following:

- All Staff and volunteers at Leasowe Community Centre
-

During these task risk assessments, a key activity is to identify further assessments specifically required by legislation

Examples are Display Screen Equipment,

- Noise,
- Manual Handling,
- COSHH,
- Work Equipment,
- Personal Protective Equipment.

The Chair will ensure that the assessments are reviewed on a 1 yearly basis, when there are changes to existing activities or when new activities take place.

Consultation with Employees and Volunteers.

All matters of Health and Safety will be communicated with committee members, staff and volunteers.

Leasowe Community Centre Trust does not have an elected Health and safety representative and therefore all staff will be consulted jointly.

This will be done through the following:

Staff – will be consulted through Trust Board meetings held 6-weekly.

Trust Board Members – will be consulted through these meetings. This will include both informal and formal meetings.

In all cases there will be a standing agenda item for the purposes of discussion for Health and Safety matters.

Minutes of these meetings will be posted to all representatives of all meetings. Representatives at these meetings must forward items for inclusion on the agenda at least seven days in advance of the meeting.

Emergency meetings will be held if and when required.

A copy of the minutes of all meetings must be passed to the secretary for filing and reference purposes.

All minutes must be made available for Audit purposes.

Agenda items to be included under Health and Safety will include:

Internal Issues

Safety Performance indicators – Accidents, Assessments, Vandalism, Electrical Equipment etc.

External Issues

Changes to Safety Legislation

Information, Instruction and Supervision.

The Health and Safety Poster is displayed at the Reception area in the Community Centre and Adventure Playground.

Health and Safety advice is available from Wirral Borough Council

Supervision of young workers / trainees will be arranged by the Chair.

Supervision of young workers / trainees will be monitored by the relevant member of staff assigned to the trainee for work purposes.

WBC is responsible for ensuring that our employees working at locations under their control of other employers, are given relevant Health and Safety Information

Principle

Leasowe Community Centre Trust is committed to providing a safe working environment and safe systems of work for employees. This procedure allows employees who have genuine concerns to refuse to work under the grounds of health and safety, when this is reasonable. The principle should be to aim to make work activity safe to undertake.

Scope

This procedure applies to all Employees and Volunteers within Leasowe Community Centre.

Responsibilities

- Trust Board members
- Chair

Leasowe Community Centre Trust.

- Employees
- Risk Assessor

Procedure

- Employees are entitled to refuse to work for example, if they are asked to undertake a task without the proper training or personal protective equipment, if there is no safe system of work, or if they are concerned that the system of work is unsafe.
- If the individual or group is concerned about their safety, they are to inform their Line Manager of their intentions to refuse to work and provide them with exact information.
- The Chair will then review the process and either confirm or adjust the system as they feel necessary.
- If the individual or group is then satisfied, work will resume.
- If the individual or group is dissatisfied with the system, their Line Manager is to inform the Chair at the earliest opportunity

The Chair will review the process and either confirm or adjust the system of work.

- If the individual or group is satisfied with the system, work will resume.
- If the individual or group is dissatisfied with the system, a trained risk assessor must assess the situation and advise of control measures.
- The Chair will contact the Line Manager to inform him/her if an activity/process has changed in order to review the existing Risk Assessment.
- The Chair will arrange for a review of the Risk Assessment, to ensure that the new/changed activities have no risk to the health and safety of the employees in accordance with the Risk Assessment Procedure.

Records

The Secretary / Administrator must maintain records of all instances of refusal to work under the grounds of Health and Safety for a period of 3 years.

Monitoring and Review

The Chair is to monitor the effectiveness of the procedure after each instance. This procedure will be reviewed annually, by the Trust Board.

Competency for Tasks and Training

Induction training will be provided for all employees by a trained designated person.

Health Surveillance and Accident Reporting / Investigation.

Health Surveillance may be required for employees, WBC will provide this as and when required.

Health Surveillance will be arranged by WBC. Health Surveillance records will be kept in the Personnel files.

The first Aid Boxes are kept at the following locations:

- Main Office
- Kitchen

Qualified first aiders are provided at both buildings.

- All accidents and cases of ill health are to be recorded in the accident book. Accidents that have occurred are reported under the health and safety agenda item at Trust Board meetings.

The accident book is located at reception and in the kitchen

The Chair is responsible for reporting accidents, dangerous occurrences to the enforcing body.

- The enforcing body is Wirral Borough Council

Principle

To ensure that all personal accidents are correctly reported and thoroughly investigated in order that appropriate action can be taken to prevent recurrence, in accordance with statutory and mandatory requirements.

Scope

The procedure is applicable to all staff within Leasowe Community Centre for the reporting of personal accidents to members of staff, contractors and members of the public.

Procedure

All staff must report personal accidents, (incl. Staff, public, contractor. etc.) to the Chair and Secretary.

If First Aid is required as result of any injury sustained, treatment must be provided in accordance with the First Aid procedure.

The injured person (or person acting on their behalf) shall then enter details of the accident into the accident book.

Any witnesses to the accident must be logged for follow up statements if required.

Accident forms and witness details must be submitted to the Secretary upon completion. The Secretary will be responsible for logging and maintaining the accident reports, and if the accident is reportable, report same or relevant information to Chair for the enforcing authority.

The Chair shall then gather all documentation relating to the personal accident, including all report forms, and a copy of the relevant accident book entry and log entry (if applicable).

Undertake an investigation of the personal accident including.

- Inspecting the site, whenever possible, to determine the accident conditions, if the area is safe or needs to be made safe, to remove any hazards; to identify any causes and take any photographs that may be required.
- Interviewing the injured person and any witnesses in the most suitable place, (e.g. a quiet part of the persons working environment). The information given by witnesses must be factual and not supposition or third hand.
- Examining the report forms to verify that the information is correct and the forms have been completed correctly, - if there is any discrepancy, this must be resolved before any further action is taken.
- Confirming the details of details of the injury sustained.
- Determining if the person was competent in the task they were undertaking.
- Determining if suitable and sufficient procedures were in place to control the risk of an accident.
- Identifying the immediate and root causes of the accident.

Upon completion of the investigation the Chair must complete the Accident Report Form ensuring all necessary information is provided within 5 days of the accident.

Note: If all information is not available at this time (e.g. if a member of staff is absent due to any injuries sustained) they must advise the Chair immediately once the information has been confirmed.

The Chair must then:

- Ensure that remedial action is implemented to prevent recurrence

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- Advise the local Health and safety Representative of the accident (if such involved a member of staff).
- Advise the injured person (if a member of staff) of the accident causes.
- The Chair shall ensure all relevant forms have been provided and check the details of all the accident forms to ensure the accident has been reported and investigated properly and that the remedial action taken is adequate.
- The Chair shall then endorse the Accident Report Form and forward all reports to the Trust Board.

The Chair shall determine who is responsible for inputting the accident into Database and input all necessary details into the database to complete the accident case and file the original forms (in the case of staff forward the forms to the Personnel function to be retained on the member of staff Personal File).

The Chair must ensure that any original accident forms are placed on the member of staff's Personal File upon receipt

Where a fatality or major accident has occurred e.g. amputation, fracture the Chair will determine the correct level of Inquiry / investigation, in liaison with WBC.

Records

The Chair must ensure that the statutory accident Book is maintained at the workplace (Reception) and upon completion of book forward to for filing.

The Chair shall retain records of all accident for a period of 40 years. Such records shall be made readily available to all authorised personnel upon request.

Monitoring and Review

The Chair shall monitor adherence to this procedure by spot checking the accident book during his Safety Inspections and endorsing the last entry made by signing at the side of the entry

The Chair shall monitor the effectiveness of remedial actions taken and report such findings to the Chair.

This procedure shall be reviewed annually by the Leasowe Community Centre Trust Board or in the light of any changes to current requirements

First Aid at Work

The named first aider, WBC, will receive 4-day training which will be periodically refreshed every 4 years as per legislation. First aid kits complete with adequate instructions shall be made available to each competent person so that they will have them nearby at all times.

It is responsibility of the Trust Board to maintain these first aid kits so that they are fully stocked and usable at all times.

Any incident other than that of a minor nature shall be referred to a qualified first aider normally at a local hospital.

Safety Policy Statement Procedure

Principle

The Safety Policy Statements demonstrate Leasowe Community Centre Trust board's commitment to a robust Safety Management System and the promotion of a positive attitude to Health Safety and Welfare.

Scope

The Policy Statement will apply throughout Leasowe Community Centre Trust statement for their relevant departments.

References and related documents

- Health and Safety at work Act 1974

Procedure

The Chair shall prepare the Safety Policy statement.

The Chair will submit Safety Policy Statement to the Trust Board for approval.

The Secretary shall disseminate the Safety Policy throughout the organisation as detailed under controlled distribution arrangements.

Records

Safety Policy Statements will remain on all health and safety notice boards until updated.

Any superseded Safety Policy Statements shall be retained by the Secretary for a period of two years.

Monitoring and review

The provision, display and understanding of Leasowe Community Centre Trust's Safety Policy Statement will be monitored and assessed during the Safety Tours and Safety Inspection processes.

The Chair will review the adequacy of the Safety Policy Statement at least annually, considering any changes to the organisation, statutory and mandatory requirements, and the output from audits.

Inspection of Premises Controlled by Leasowe Community Centre Trust:

Principle

Leasowe Community Centre Trust has a duty to ensure the all premises it control adheres to current health & safety legislation and provides a safe environment for staff, volunteers and members of the public. Whilst tenants and clientele are responsible for their own health & safety policies and procedures and insurances relating to their associated service delivery, equipment and staff, Leasowe Community Centre Trust retains responsibility for the main fabric and functions of the building. Measures will be taken by Leasowe Community Centre Trust to ensure that such risks are reduced as is reasonably practicable through a range of controls, as detailed in this procedure.

Scope

This procedure applies to all Tenants and clientele attending both sites.

Responsibilities

- Trust Board
- Tenants & Clientele

Procedure

WBC will inspect the buildings managed by the Trust Board, not less than quarterly, to undertake a review in relation to the main fabric and function of the premises with specific emphasis (though not limited to) fire escape & access routes, fire doors and equipment. The tenant/client may accompany the WBC during such inspection. WBC will record such findings and remedial actions required. A copy of this will be given to the tenant and Chair. WBC will endeavour to agree appropriate timescales for compliance with such tenants. The WBC will report any such findings, timescales and compliance to the Chair.

WBC shall monitor remedial activities. WBC shall isolate an area if it is deemed non-compliant and remedial actions are not being undertaken or that the tenant is endangering the safety of others, which is likely to cause an accident.

In such instances the Chair will be advised and they will attend the premises to assess the situation. Should the Chair not be available then a person will be nominated.

The area will remain out of use until the Chair/nominated person is satisfied that function/use can recommence safely.

Leasowe Community Centre Trust will take reasonable steps to ensure that service users receive sufficient information and instructions regarding the relevant risks to health and safety whilst working on its controlled premises. Such information and instruction is available from the following sources.

- Verbal information and instructions from the Chair or other nominated person.
- Written information and instructions via site safety briefing material

Control of Contractors

Principle

Leasowe Community Centre Trust recognises that the activities of contractors can create a variety of hazards resulting in its staff, customers, visitors and the general public and the contractors themselves being exposed to significant risk.

Measures will be taken by Trust Board to ensure that such risks are reduced as is reasonably practicable through a range of controls, as detailed in this procedure.

Scope

This procedure is applicable to all staff and volunteers within Leasowe Community Centre Trust and all contractors who are required to carry out work at or on premises controlled by WBC.

New Works

Upon authorisation of each specific new works scheme, the Chairs together with the WBC shall determine an appropriate manager who shall manage the scheme.

The manager responsible for managing the scheme must obtain a method statement (s) from the contractor selected to carry out the work, and:

Ensure all aspects of the scheme are properly validated.

NOTE: Where appropriate, advice must be sought from the relevant profession / discipline.

Ensure that Staff, customer and general public interfaces are properly addressed.

If the requirements as mentioned above cannot be satisfied, the manager responsible for managing the scheme must return the method statement(s) to the contractor for amendment.

Once the above requirements have been satisfied, the scheme becomes accepted and the manager responsible for managing the scheme must then:

- Issue a method statement acceptance form to the contractor (available from the Maintenance Manager)
- Advise the Chair of the work details and work dates
- Arrange a suitable date, before the commencement of work, to meet with the contractor to agree a safe system of work.
- Document the safe system of work using contractor pre-work assessment forms
- Deliver the site-specific brief to the contractor and record on it.
- Advise all affected parties, of the work details and work dates.

The contractor must commence work on the agreed dates and in accordance with the method statement(s) and safe system of work.

Planned Maintenance

WBC must review and accept all generic method statements provided by the term maintenance contractor before commencement of the contract.

When planned maintenance is required the contractor must:

- Report to the Reception
- Complete the Premises log book on arrival
- Receive a site-specific brief
- Agree a safe system of work with the Maintenance Manager using pre-work assessment forms
- Commence work in accordance with the method statement and safe system of work arrangement
- Advise the Chair on completion of work

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- Leave the work area clean and tidy, removing all waste, materials, tools and equipment
- Complete the premises log book before departure
- Leave the premises by the authorised route

When service users have contractors undertaking planned maintenance they must inform the WBC of dates and times. The contractor must adhere to the points listed above.

Repair Work

- The discoverer must report defect to the WBC
- WBC will determine who is responsible for the repair work.
- WBC will record a job number and details of the defect in the Defect log book.

A contractor will be nominated by WBC to carry out the repair work.

WBC will forward details of the repair work to the contractor (including Job Number).

When repair / defect work is required the contractor must:

- Report to the Reception
- Complete the Premises log book on arrival
- Receive a site-specific brief
- Agree a safe system of work with the WBC
- Commence work in accordance with the method statement and safe system of work arrangement
- Advise the Chair on completion of work
- Leave the work area clean and tidy, removing all waste, materials, tools and equipment
- Complete the premises log book before departure
- Leave the premises by the authorised route

When service users have contractors undertaking defect / repair they must inform the Chair of dates and times. The contractor must adhere to the points listed above.

General

The contractor must advise WBC, immediately if any deviation from the agreed arrangements is necessary.

WBC must review all amended method statements and if necessary the safe system of work arrangements must be revised.

WBC shall monitor contractor activities. Contractors shall be stopped from working if it is considered that work is being undertaken in an unsafe manner or that the contractor is endangering the safety of others, which is likely to cause an accident.

In such instances the Chair will be advised and they will attend the premises where the work is being undertaken to assess the situation. Should the Chair not be available then a person will be nominated.

Work will not be allowed to commence until the Chair/nominated person is satisfied that work can recommence safely.

Leasowe Community Centre Trust will take reasonable steps to ensure that contractors receive sufficient information and instructions regarding the relevant risks to their health and safety whilst working on its controlled premises. Such information and instruction are available from the following sources.

- Verbal information and instructions from the Chair or other nominated person.
- Written information and instructions via site safety briefing material

Copies of method statements provided by contractors shall be maintained by the Trust Administrator for three years after completion of the work.

Copies of safe System of Work Arrangements / Site Specific Safety Brief Acceptance Forms will be maintained for a period of three years.

WBC will maintain all log books for a period of three years after completion.

Records will be made available to authorised persons upon request.

Monitoring and Review

Contractors shall be monitored by WBC whilst work is in progress, as detailed in the procedure.

WBC shall also monitor the activities of contractors during safety tours and safety inspections.

This procedure will be reviewed annually by the Leasowe Community Centre Trust Board or in the light of any changes to statutory and / or mandatory requirements.