

Health and Safety Policy

Stratford St. Mary Village Institute

1. Purpose

This Health & Safety Policy sets out the Institute's approach to managing health and safety as a matter of governance, in order to protect people who use or work at the premises and to meet its legal duties as a charity and premises operator.

The policy establishes responsibilities and principles. It does not replace detailed risk assessments, operational procedures, or routine monitoring arrangements.

2. Legal framework

The Institute manages health and safety in accordance with applicable UK legislation, including but not limited to:

- the Health and Safety at Work etc. Act 1974;
- the Management of Health and Safety at Work Regulations 1999;
- associated regulations relevant to the activities and premises.

The Institute recognises its duties to take reasonable and proportionate steps to protect the health and safety of users, volunteers, contractors, and others affected by its activities.

3. Governance and responsibility

Overall responsibility for health and safety rests with the **Trustees**, who act collectively.

Trustees are responsible for:

- setting the Institute's approach to health and safety;
- ensuring appropriate arrangements are in place to identify and manage health and safety risks;
- ensuring compliance with legal duties;
- reviewing health and safety matters following incidents, changes, or concerns;
- ensuring arrangements remain proportionate to the Institute's activities and resources.

Day-to-day tasks may be delegated, but accountability remains with the Trustees.

4. Scope of this policy

This policy applies to:

- Trustees and committee members;
- volunteers and caretakers;
- contractors working on the premises;
- hirers and users of the premises, where relevant.

It covers health and safety risks to **people** arising from the Institute's activities and use of its premises.

It does **not** set out arrangements for:

- fire safety (covered by the Fire Safety Policy);
- safeguarding (covered by the Safeguarding Policy);
- asset and infrastructure management (covered separately).

5. Risk management approach

The Institute manages health and safety risks in line with its **Risk Management Framework**.

- Routine and low-level hazards are managed operationally through normal supervision, good housekeeping, and standard controls.
- Where health and safety risks are significant, recurring, systemic, or not adequately controlled through routine arrangements, they are considered and managed in accordance with the Risk Management Framework.
- Material health and safety risks may be recorded and monitored through the **Risk Register**, where appropriate.

Risk management is proportionate and judgement-based. Not all hazards require formal risk register entry.

6. Risk assessments

Risk assessments are undertaken where required and in a manner proportionate to the activity or risk.

This includes:

- thematic risk assessments where legally required (e.g. Fire Risk Assessment);
- activity-specific assessments where risk cannot be adequately managed through standard arrangements.

Risk assessments inform decision-making and control measures. They do not replace trustee judgement.

7. Routine monitoring and reporting

Routine monitoring of health and safety conditions at the premises is carried out through established operational arrangements, including the **Weekly Health & Fire Safety Check (Caretaker)**.

Routine monitoring supports:

- early identification of hazards or defects;
- local resolution of minor issues where appropriate;
- escalation of significant or recurring concerns.

Issues identified through monitoring are:

- addressed locally where minor and appropriate;
- reported to Trustees where significant, recurring, or unresolved;
- considered for escalation through the Risk Management Framework where required.

This policy does not create additional inspection regimes beyond those already established.

8. Hirers, contractors, and users

Hirers, contractors, and users of the premises are expected to:

- take reasonable care for their own health and safety and that of others;
- comply with health and safety instructions and signage;
- use the premises and equipment safely and for their intended purpose;
- report hazards, incidents, or concerns promptly.

The Institute may apply conditions or require assurances where necessary to manage health and safety risks associated with specific activities.

9. Incidents and near misses

Health and safety incidents, accidents, or near misses are reported and reviewed.

Trustees consider whether:

- immediate action is required;
- controls remain adequate;
- further assessment or escalation is needed;
- matters should be recorded or monitored through the Risk Register.

Learning from incidents is used to inform proportionate improvement.

10. Records and assurance

The Institute maintains proportionate records to support health and safety governance, which may include:

- risk assessments where required;
- routine monitoring outputs;
- incident and near-miss records;
- trustee decisions relating to health and safety.

Records support oversight and assurance but do not replace judgement.

11. Policy review

This policy is reviewed periodically to ensure it remains appropriate to:

- the Institute's activities and premises;
- legal requirements;
- the Risk Management Framework.

Where there is any inconsistency, the **Risk Management Framework prevails**.

Approved by the Trustees:

Date: