

Health and safety policy

This is the statement of general policy and arrangements for:

Millpool Centre, Looe. PL13 2AF

Overall and final responsibility for health and safety is that of:

Looe Development Trust: Chairman Justin Spreckley

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Manager: Wendy Norman

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Wendy Norman Centre Manager	Annual review
To provide adequate training to ensure employees are competent to do their work	Justin Speckley LDT Chairman	Annual review
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Wendy Norman Centre Manager	Annual review
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Wendy Norman Centre Manager	Annual review
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Wendy Norman Centre Manager	Annual review

Health and safety law poster is displayed:	Yes in Main office			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	1 st floor Main room and ground floor main room Ground floor stationary and printer cupboard (not locked)			
Signed: (Employer)		Date:	4 th August 2026 (next review August 2027)	
Subject to review, monitoring and revision by:	Wendy Norman	Every:	12 months	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Ensure all visitors, users and volunteers keep building clean and tidy. Training provided to appropriate level of activity. Volunteers and visitors know where equipment for cleaning up spills are kept. Wire tidy strips are available.	Manager	ongoing	
Fire	Staff, volunteers and users may suffer from injury from smoke or fire	Fire Risk ass complete Fire log kept. (see fire log book file) Monthly checks of firefighting equipment Monthly checks of alarm systems All users/staff and volunteer receive training Keep fire exits clear.	Continue up keep of fire log book Continue training of users and staff and volunteers Review fire risk assessment at regular intervals Ensure fire exits are kept clear at all times	Manager	ongoing	
Stored Equipment	Staff, volunteers and users could be injured if they trip over objects or slip on spillages.	Equipment store kept tidy. Equipment stored safely Chairs and tables stacked to safe levels Users are advised on best practice for storage of equipment.	Continue to keep store tidy Review methods regularly Training of users ongoing	Managers and volunteers	ongoing	
Working at heights	Staff, visitors or volunteers could suffer injury when working at height	Ladder kept for use of staff and volunteers and users kept in good order, and used only under supervision	Copies available of HSE guidance for step ladders. Step ladder checked regularly for good order Consider other options for work Never do work at height alone.	Manager	ongoing	
Hazardous substances	The cleaner The Manager Centre users/ visitors	All hazardous substances are clearly labelled stored in locked store Protective clothing is provided for cleaning Training for use of substances	Renew training at regular intervals Ensure chemicals are stored correctly	Manager	ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Electricity	Employees, volunteers and centre users/visitors May suffer electric shocks or burns	All installations fitted by qualified persons All repairs undertaken by qualified persons Regular visual checks of portable equipment Users advised to be aware of risks while using the centre.	Continue regular checks of portable equipment. Continue training of staff and volunteers Ensure users are aware of all risks	Manager	ongoing	
Manual Handling	Employees and volunteers and users/visitors may suffer injury due to lifting/moving heavy or awkward objects	Equipment store regularly checked for accessibility, with printed information displayed. Training for handling heavy and awkward objects given Users and visitors advised on best practice for handling heavy objects.	Continue training updates Continue to advise users and visitors	Manager	Ongoing	
Legionnaires disease	Employees and volunteers and users	We have no storage water tanks in the building. There are no shower facilities if facilities for sprayed water. No water fed humidifier.	NO	Manager	N/A	

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11