



HEALTH & SAFETY POLICY

CONNECT ♥ GROW ♥ THRIVE



OUR COMMITMENT

Keeping everyone safe, healthy and supported within our community.



SAFE ENVIRONMENTS

Identifying risks, preventing accidents and promoting wellbeing for all.



TOGETHER, WE INSPIRE

Creating an inclusive community where everyone has the opportunity to connect, grow and thrive in a safe environment.

Inspire Community Hub CIC

Health & Safety Policy

Version: 1.1

Approved by: **Director**

Effective Date: **April 2026**

Next review Date: **April 2027**

Purpose

Inspire Community Hub CIC is committed to providing a safe, healthy and welcoming environment for everyone who attends, volunteers at or participates in our activities.

We recognise our responsibility to take reasonable steps to protect the health, safety and wellbeing of participants, carers, volunteers, staff and visitors.

This policy outlines how we identify potential hazards, manage risks, prevent accidents and respond appropriately to health and safety concerns.

Our Commitment

Inspire Community Hub CIC is committed to:

- Providing a safe and accessible environment for all participants.
- Identifying and reducing risks associated with our activities.
- Ensuring volunteers understand their health and safety responsibilities.
- Maintaining appropriate arrangements for accidents and emergencies.
- Supporting the safe participation of adults with disabilities and additional support needs.
- Reviewing health and safety procedures regularly.

Health and safety is everyone's responsibility.

Health & Safety Responsibilities

The Director of Inspire Community Hub CIC is responsible for overseeing health and safety arrangements and ensuring appropriate procedures are in place.

Staff and volunteers are expected to:

- Take reasonable care of their own health and safety and that of others.
- Follow the organisation's health and safety procedures.
- Report hazards, accidents and near misses promptly.
- Use equipment safely and appropriately.

- Maintain clear walkways and accessible exits.
- Raise concerns about unsafe activities or conditions.

Participants and visitors are encouraged to report any hazards or concerns to a member of the Inspire team.

Risk Assessments

Inspire Community Hub CIC will identify and assess reasonably foreseeable risks associated with its sessions, activities and events.

Risk assessments will consider:

- Accessibility and mobility needs.
- Slips, trips and falls.
- Activity equipment and materials.
- Food preparation and serving.
- Fire safety and emergency evacuation.
- Manual handling.
- Community fairs and special events.

Risk assessments will be reviewed when activities, venues or circumstances change.

Venue Safety and Accessibility

Inspire Community Hub CIC operates from community venues and recognises the importance of maintaining a safe and accessible environment.

We will:

- Check activity areas for visible hazards before sessions.
- Keep walkways, entrances and emergency exits clear.
- Arrange furniture to accommodate wheelchairs and mobility aids.
- Report building defects or maintenance concerns to the venue management.
- Ensure equipment is positioned safely.
- Consider accessibility when planning activities.

Responsibility for building maintenance and fixed safety systems will normally remain with the venue operator, subject to the relevant venue arrangements.

Fire Safety and Emergency Evacuation

Inspire Community Hub CIC will familiarise volunteers with the venue's fire safety arrangements and emergency evacuation procedures.

We will ensure:

- Emergency exits remain unobstructed.
- Volunteers know how to raise the alarm.
- Participants are supported to evacuate safely.
- Individual mobility and support needs are considered.
- Emergency services are contacted when required.

Where participants may require additional assistance during evacuation, appropriate arrangements will be agreed with the venue and relevant carers or support workers.

First Aid and Accident Reporting

Inspire Community Hub CIC is committed to ensuring appropriate first aid arrangements are available during its activities and sessions.

The organisation operates from a community centre where first aid facilities and accident reporting procedures are available.

The Director, Kanval Fatima, and Deputy Safeguarding Lead, Rachel Grundy, have undertaken first aid training.

Inspire Community Hub CIC will:

- Ensure volunteers know how to access first aid assistance.
- Maintain access to appropriate first aid supplies during sessions.
- Ensure accidents, injuries and near misses are reported promptly.
- Record incidents using the community centre's reporting procedures where required.
- Maintain its own confidential accident and incident records.
- Review incidents to identify any measures needed to prevent recurrence.

Where urgent medical assistance is required, emergency services must be contacted by calling **999**.

Regular sessions are organised and overseen by the Director, who has undertaken first aid training. Sessions will not proceed in the Director's absence unless suitable alternative arrangements have been established.

First aid will be provided by appropriately trained individuals acting within their level of competence.

Food Safety and Hygiene

Inspire Community Hub CIC recognises the importance of maintaining high standards of food safety and hygiene when preparing and serving meals and refreshments.

The organisation is registered with the relevant local authority for food safety purposes and has undergone a food hygiene inspection, receiving an official Food Hygiene Rating Certificate.

We are committed to:

- Maintaining appropriate food hygiene and cleanliness standards.
- Following relevant food safety legislation and guidance.
- Ensuring food is prepared, stored and served safely.
- Managing food allergies, intolerances and dietary requirements appropriately.
- Maintaining suitable food temperature controls.
- Ensuring volunteers involved in food preparation and serving receive appropriate food hygiene guidance and training.
- Following any recommendations issued by the local authority's food safety team.
- Reviewing food safety procedures regularly.

Inspire Community Hub CIC is committed to providing safe, hygienic and enjoyable meals for everyone attending our sessions.

Activities and Equipment

Inspire Community Hub CIC provides creative, recreational, sensory and physical activities.

We will ensure:

- Activities are planned with participants' abilities and support needs in mind.
- Equipment is checked for visible damage before use.
- Materials are suitable for the intended activity.
- Appropriate supervision and assistance are available.
- Activities are adapted where reasonably necessary.
- Unsafe or damaged equipment is removed from use.

Infection Prevention and Control

Inspire Community Hub CIC will promote good hygiene practices to help reduce the spread of infection.

This includes:

- Encouraging regular handwashing.
- Maintaining clean activity surfaces.
- Providing suitable cleaning materials.
- Encouraging participants and volunteers who are unwell with potentially infectious symptoms to consider whether attendance is appropriate.
- Following relevant public health guidance where necessary.

Manual Handling

Staff and volunteers must avoid unsafe lifting or moving of heavy equipment.

Appropriate assistance should be requested when moving furniture, tables or activity equipment.

Volunteers must not attempt to lift or physically transfer participants unless they are appropriately trained, authorised and suitable arrangements are in place.

Community Events and External Activities

Additional health and safety considerations will be made when organising community fairs, special visitors and activities outside regular sessions.

Event-specific risk assessments will be undertaken where appropriate.

Any external providers delivering activities will be expected to follow suitable health and safety arrangements relevant to their activities.

Reporting Health & Safety Concerns

All volunteers and staff must report hazards, unsafe conditions, accidents and near misses to the Director or designated person as soon as possible.

Where an immediate risk is identified, the affected activity should be stopped or the area made safe where it is safe to do so.

Appropriate action will be taken to address concerns and prevent recurrence.

Equality and Inclusion

Inspire Community Hub CIC recognises that individuals may have different physical, sensory, communication and support needs.

We will make reasonable adjustments where appropriate to enable safe participation while promoting independence, dignity and inclusion.

All individuals will be treated fairly and respectfully regardless of age, disability, race, religion, gender, sexual orientation or background.

Review

This policy will be reviewed annually, or sooner following significant changes to activities, venues, legislation or health and safety arrangements.

Inspire Community Hub CIC is committed to maintaining a safe and supportive environment where everyone has the opportunity to connect, grow and thrive.

Policy Approval and Authorisation

This policy has been reviewed and approved by the Director of Inspire Community Hub CIC.

Approved by: Kanval Fatima

Position: Director

Date Approved: 8th April 2026

Next Review Date: April 2027

Signature: 