FOLKESTONE NEPALESE COMMUNITY (FNC)

HEALTH & SAFETY POLICY & PROCEDURES

Reviewed: March 2024
Next Review Due: March 2026
Approved by: Board of Trustees
Endorsed by: Executive Committee (Operational Implementation)
Lead Responsible Officer: General Secretary / Programme & Centre Manager
Version: 2.0

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1. POLICY STATEMENT

Folkestone Nepalese Community (FNC) is committed to ensuring a safe, healthy and welcoming environment for all staff, volunteers, beneficiaries, visitors, contractors and partners.
FNC will:

• Comply with all UK Health & Safety legislation
• Prevent accidents and work-related ill health
• Provide safe premises, equipment, and working conditions
• Identify, assess and minimise risks
• Provide training, supervision, and guidance
• Learn from incidents and continually improve

The Trustee Board has overall responsibility for Health & Safety.
Operational responsibility is delegated to the **General Secretary / Programme & Centre Manager**, supported by the **Executive Committee**.

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2. LEGAL FRAMEWORK

FNC complies with all relevant health and safety laws including:

• Health and Safety at Work Act 1974
• Management of Health & Safety at Work Regulations 1999
• RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences)
• COSHH 2002
• Regulatory Reform (Fire Safety) Order 2005
• Food Safety Act 1990
• Manual Handling Operations Regulations 1992

FNC also adheres to:

• Charity Commission Governance requirements
• Local Authority regulations
• Insurance requirements

3. ROLES & RESPONSIBILITIES

3.1 Board of Trustees (Strategic Responsibility)

The Trustees will:

• Approve the Health & Safety Policy
• Ensure compliance with charity law and H&S regulations
• Review quarterly H&S reports
• Ensure risks are managed appropriately
• Ensure suitable insurance is held (Employers' Liability, Public Liability)

3.2 Trustee Chair

• Provides oversight and ensures the policy is implemented
• Liaises with the General Secretary on H&S incidents
• Ensures serious incidents are escalated appropriately

3.3 General Secretary / Programme & Centre Manager (Operational Lead)

The GS / PCM is responsible for day-to-day management of Health & Safety across FNC and the FNC Centre:

• Conducts and updates risk assessments
• Ensures monthly building and safety checks
• Leads fire safety procedures and drills
• Maintains accident/incident logs
• Ensures PAT testing and equipment safety
• Ensures staff and volunteers receive H&S induction
• Ensures accessibility and reasonable adjustments
• Reports quarterly to Trustees

3.4 Executive Committee

Supports operational implementation including:

• Monthly H&S walkthroughs
• Monitoring event/activity risks
• Ensuring volunteers follow procedures

3.5 Staff & Volunteers (Individual Duty of Care)

All must:

• Take reasonable care of their own and others' safety
• Follow FNC safety procedures

• Complete required training
• Report hazards, accidents, or concerns immediately
• Not misuse safety equipment

3.6 Contractors

Contractors must:

• Comply with FNC safety rules
• Carry out work safely
• Provide risk assessments where required
• Report hazards and incidents to the General Secretary

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4. RISK ASSESSMENT

• Carried out annually and reviewed after any incident
• Required for all activities, events, and equipment
• Monthly safety checks of all premises
• Special assessments for:
– Lone working
– Fire safety
– Food safety
– Trips/events
– Vulnerable adults or children

All risk assessments are stored centrally by the GS / PCM.

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5. ACCIDENT & INCIDENT REPORTING

5.1 Recording

• All accidents, near misses and hazards must be recorded in the Accident Logbook
• A Safeguarding Incident Form must be used for safeguarding-related concerns

5.2 RIDDOR

The GS / PCM must report to the HSE where required:

• Fatalities
• Major injuries
• Injuries requiring 7+ days absence
• Dangerous occurrences
• Work-related diseases

Trustees must be notified immediately.

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6. FIRST AID

• At least one trained First Aider must be available during Centre operating hours
• A stocked first aid kit must be accessible on site
• All incidents requiring first aid must be logged

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7. INFECTION CONTROL

• High standards of hygiene maintained at all times
• Regular cleaning schedules
• PPE available when needed
• Staff given information on infection risks
• Handwashing facilities and sanitiser available

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8. MEDICATION

FNC does not store or administer personal medication.
Individuals remain responsible for their own medicines.

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9. FIRE SAFETY

• Fire risk assessment completed annually
• Fire evacuation plan displayed clearly
• Fire drills at least every 6 months
• Fire extinguishers checked monthly
• All staff and volunteers receive fire safety induction

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10. FOOD HYGIENE

Where food is prepared/served:

• Volunteers/staff handling food must hold Level 2 Food Hygiene
• Kitchen areas must be kept clean and safe
• Allergens must be managed responsibly
• Catering logs maintained

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11. EQUIPMENT & PREMISES SAFETY

• Annual PAT (Portable Appliance Testing)
• Monthly site inspections

• Immediate reporting of defects
• External maintenance contractors used where required

Responsibility: General Secretary, supported by Property Secretary.

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12. VIOLENCE, AGGRESSION & ABUSE

Zero tolerance.

Linked policies:

• Safeguarding Policies
• Bullying & Harassment
• Complaints Procedures

All incidents must be reported immediately.

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13. DRIVING & TRANSPORT

Anyone driving on FNC business must:

• Hold valid insurance including **business use**
• Ensure their vehicle is roadworthy
• Follow FNC travel safety guidelines

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14. COMMUNICATION & TRAINING

• All new staff and volunteers receive H&S induction
• Annual refresher training
• Emergency procedures displayed clearly in the Centre

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15. MONITORING & REVIEW

The GS / PCM submits:

• Monthly operational reports
• Quarterly updates to Trustees and Executive Committee
• Annual formal review

The policy is reviewed **every two years** or earlier if required.

DOCUMENT CONTROL

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