



FOLKESTONE NEPALESE COMMUNITY (FNC)

HEALTH & SAFETY POLICY & PROCEDURES

Reviewed: March 2026

Next Review Due: March 2028

Approved by: Board of Trustees

Endorsed by: Executive Committee (Operational Implementation)

Lead Responsible Officer: Charity & Centre Manager

Version: 3.0

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 **Charity & Centre Manager**, supported by the **Executive Committee**.

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
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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)
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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
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3.3 Charity & Centre Manager (Operational Lead)

The CCM 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
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3.4 Executive Committee

Supports operational implementation including:

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

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 CCM 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.

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.

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.

12. VIOLENCE, AGGRESSION & ABUSE

Zero tolerance.

Linked policies:

- Safeguarding Policies
- Bullying & Harassment
- Complaints Procedures

All incidents must be reported immediately.

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 CCM submits:

- Monthly operational reports
- Quarterly updates to Trustees
- Annual formal review

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



DOCUMENT CONTROL

Version: 3.0

Approved by Trustees: Folkestone Nepalese Community (CIO) Board

Date Approved: March 2026

Review Due: March 2027

Next Full Review: March 2028
