

The Oasis Centre - Cornwall

Health and Safety Policy

The Trustees are concerned to preserve and to protect the health and the safety of all who have dealings with the Charity, however slight, and have accordingly adopted this policy. In doing so, they emphasise that this policy is of direct relevance to all Trustees, staff and volunteers acting and working for the Charity. Failure to comply with this policy will have a very adverse effect on the reputation of the Charity. All must therefore be familiar with it.

This policy is equally relevant to everyone to whom the Charity provides services and advice, to all visitors to premises occupied by or being used by the Charity and to all members of the public attending or participating in any event or activity in which the Charity is playing a part. It is the duty of all Trustees, staff and volunteers to draw the necessary parts of this policy to their attention.

Mrs Barbara Hough is the Charity's Health and Safety Co-ordinator.

Risk Assessment

In all circumstances, the first consideration is an assessment of potential risks to human health and safety using the form provided with this policy. The types of risk that must be identified and addressed are indicated in the paragraphs below. It is however important to bear in mind that no such list can be comprehensive. Proper attention to all the factors present in particular circumstances is essential. Each assessment of risks and the steps taken to mitigate or address them must be held on file for at least six years.

Vulnerability

Because the Charity seeks to cater for vulnerable and disadvantaged people, a heightened awareness is demanded for every risk assessment undertaken. Personal disabilities such as the impairment of mobility, vision, hearing and other senses will always be relevant. The Charity must also be alert for and take into account possible dementia and the impairment of cognition.

Premises and Buildings

Risks in buildings include the outbreak of fire, personal accidents and the hazards and defects that lurk in those buildings and all equipment in use. Key considerations for all premises used for the Charity's activities are fire extinguishers and first aid equipment. They must be maintained and their locations evident to all. Fire alarms must be installed and maintained and escape route(s) identified with appropriate signs. Other potential hazards include damaged or defective furniture, faulty or unguarded machinery and equipment (particularly electrical equipment), staircases and handrails, inadequate lighting and many types of tripping hazard. It is also necessary to consider the adequacy of heating and ventilation.

Personal Accidents and Injuries

The need for anything heavy to be moved or lifted presents a danger that must be taken into account. The same applies to any requirement to work at a height using a ladder/step-ladder. Protective clothing such as gloves, overalls, eye protection and face masks will be required for some activities. All accidents involving personal injury must be reported to the Health and Safety Co-ordinator, who will maintain an accident file in which a record of each incident will be held. This must be kept as a permanent record.

In the Open Air

Outside and in the open air, any particular dangers in the locality must be considered. Obvious examples are water hazards, steep drops and other unguarded dangers. It is important to bear in mind that the risks may be caused by or compounded with other factors such as the onset of inclement weather, the time of day and crowding in public places. Large crowds can make vulnerable people feel lost or disorientated.

Personal Safety

In the midst of the busy, demanding and fulfilling activities with which the Charity is involved, it is easy to be distracted from issues of personal safety but the welfare of all Trustees, staff and volunteers is very important to the Charity and each one is required to take due care of his or her own personal safety as well as having due consideration for the safety of others.

Visiting on Your Own

When visiting other premises on behalf of the Charity, everyone is required, first, to ensure that somebody else connected with the Charity knows of their whereabouts and the timing of their visit in case it becomes necessary to contact them or catch up with them and, secondly, to take sensible personal precautions during their visit if those premises are unfamiliar, isolated, poorly lit or there is any other factor suggesting the need for caution.

Adopted by the Trustees on 29th January 2018 and to be reviewed annually in January.

THE OASIS CENTRE – CORNWALL
 26 Fore Street, St. Columb, Cornwall. TR9 6RH
 Tel: 01637 889682

Charity Registration Number: 1139355



RISK ASSESSMENT RECORD FORM

To be completed for each planned activity to be undertaken by the Charity.
 When complete, this form is to be held on file for not less than six years.
 If there is insufficient space for an entry, please continue it overleaf.

Assessor(s) Name(s)			Short Description and Date(s) of the Planned Activity	
Assessment Date				
Leader of the Activity				
Others Involved			Location of Activity	
			Number of People Involved and likely Age(s)	
Risk Identified	Affecting Whom	Possible Outcome	How Likely*	Action Planned to Reduce the Risk
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

*On a scale of 1 (extremely unlikely) to 10 (almost certain)

Signature(s) of the Assessor(s)

Date



RISK ASSESSMENT RECORD FORM – THIS PAGE FOR VEHICLES AND OUTINGS

To be completed for each planned activity to be undertaken by the Charity.

When complete, this form is to be held on file for not less than six years.

If there is insufficient space for an entry, please continue it overleaf.

Risk	Affecting Whom	Possible Outcome	How Likely*	Action Planned to Reduce Risk
TRAVEL RISKS				
Accidental Fatality				(1) Minimum Two Volunteers Accompanying (2) List of Names and Roll-Call Every Stop (3) Mobile telephone(s) (charged) (4) Safety Belts (all passengers) (5) Doors and Exits (clear of baggage) (6) Comprehensive Vehicle Insurance (7) Compliance with Highway Code (8) Vehicle Condition (tyres, lights and brakes) (9) First Aid Kit and Safety Equipment (10) Safe Evacuation Under Supervision
Accidental Injury				
Other Accident				
Vehicle Breakdown				
Road Closure/Delays				
VENUE AND ACTIVITY RISKS				
Venue Dangers				(1) Prior Venue/Activity Assessment (2) Prior Danger/Risk Identification (3) Minimum Two Volunteers Accompanying (4) List of Names and Regular Roll-Calls (5) Mobile telephone(s) (charged) (6) Compliance with Signs and Instructions (7) Attention to Crowding (8) Attention to Weather Change (9) Alertness to Vulnerabilities
Venue Emergency				
Venue Closure				
Activity Dangers				
Weather Considerations				

*On a scale of 1 (extremely unlikely) to 10 (almost certain)

Signature(s) of the Assessor(s)

Date