



Balogun Bassey  
Community Interest Company

## Balogun Bassey CIC - Health and Safety Policy

### Part 1: General Statement of Policy, Duties & Responsibilities

#### 1. Policy Statement

Balogun Bassey CIC recognises and accepts its duty to provide a safe and healthy environment for all staff, volunteers, children, and visitors involved in its programmes. We are committed to complying with all relevant UK health and safety legislation, including:

- The Health and Safety at Work Act 1974
- The Fire Precautions (Workplace) Regulations 1997
- The Management of Health and Safety at Work Regulations 1999
- Other applicable regulations and common law duties of care

We will take all **reasonably practicable** steps to safeguard the health, safety, and welfare of all individuals involved in our activities, ensuring that risks are identified, assessed, and minimised.

#### 2. Aims of the Policy

This policy aims to:

- Provide a safe environment for children, staff, volunteers, and visitors.
- Identify and assess risks in all activities, both on-site and off-site.
- Promote a culture of safety and responsibility among staff and participants.
- Ensure compliance with all relevant UK health and safety legislation.
- Provide proper facilities and working conditions that safeguard health and safety.
- Ensure that any work undertaken produces no unnecessary risks.

#### 3. Scope

This policy applies to all staff, volunteers, children, and visitors involved in our programmes. It covers all activities, events, and venues used by our

organisation, both within our premises and at external locations.

## **4. Responsibilities**

### **4.1 Management**

The senior management team is responsible for:

- Ensuring compliance with this policy.
- Implementing and reviewing health and safety procedures.
- Providing sufficient training and resources to ensure safety.

### **4.2 Designated Health and Safety Officer**

A dedicated Health and Safety Officer will:

- Oversee safety procedures and ensure legal compliance.
- Conduct risk assessments and safety checks.
- Provide training and guidance to staff and volunteers.

### **4.3 Staff and Volunteers**

All staff and volunteers must:

- Follow health and safety procedures.
- Report hazards or unsafe conditions.
- Participate in necessary training, including first aid training.

## **5. Risk Assessments**

We conduct regular risk assessments for all activities and venues, covering:

- Physical activities (e.g., sports, outdoor excursions).
- Indoor activities (e.g., STEM experiments, arts and crafts).
- Emergency situations (e.g., fire evacuations, medical incidents).

Risk assessments are reviewed and updated regularly.

## **6. Emergency Procedures**

We have clear emergency procedures for accidents, injuries, and critical incidents. These include:

- First aid protocols, with trained first aiders on-site.
- Fire safety measures, including evacuation plans.
- Incident reporting and follow-up procedures.
- Medical emergency protocols, including access to medical records for children with known conditions.

## 7. First Aid and Medical Care

- A qualified first aider is present during all activities.
- First aid kits are readily available and regularly stocked.
- Staff are trained to handle medical conditions and allergies.

## 8. Supervision and Ratios

We follow recommended UK guidelines on child supervision ratios. These ratios vary depending on the nature of the activity to ensure proper care and safety.

## 9. Safe Equipment and Environment

- All equipment is regularly inspected and maintained.
- Unsafe equipment is removed from use immediately.
- Venues are checked for hazards, cleanliness, and accessibility.

## 10. Child Protection and Welfare

We ensure that children's **mental and emotional well-being** is protected alongside their physical safety. Our staff follows safeguarding policies to create a safe, caring, and supportive environment.

## 11. Training and Awareness

- Staff and volunteers receive health and safety training, including emergency response procedures.
- Additional training is provided to those with specific safety responsibilities.
- Health and safety awareness is promoted across the organisation.

## 12. Monitoring and Review

This policy is reviewed **annually** or as required to stay aligned with legislation and best practices. Incidents and accidents are documented, investigated, and used for improving safety measures.

## 13. Policy for Visitors and Contractors

- Visitors and contractors must sign in and out upon arrival and departure.
- A designated representative will assist visitors in case of emergencies.
- Contractors must report any safety concerns or suspected unsafe practices to the management team.

## 14. Statutory Duties

Balogun Bassey CIC's responsibilities include:

- Ensuring all workplaces are safe and free from unnecessary risks.
- Maintaining safe equipment and working conditions.
- Providing clear safety instructions, training, and supervision.
- Implementing emergency procedures, including first aid.
- Conduct risk assessments and take necessary safety measures.
- Preventing exposure to hazardous substances.
- Provide protective equipment when necessary.

## 15. Staff and Volunteers' Responsibilities

All staff and volunteers are legally required to:

- Take reasonable care for their own safety and that of others.
- Cooperate with health and safety measures.
- Use work equipment and protective gear properly.
- Report any injuries, accidents, or hazards immediately.

## Part Two: Organisation of Health and Safety

### 16. Health and Safety Sub-Committee

The Management Committee shall appoint a **Health and Safety Sub-Committee**, comprising representatives from both the management team and staff (including both paid employees and volunteers). The Sub-Committee's responsibilities include:

- Providing **strategic oversight** on all health and safety matters.
- Reviewing and updating the **Organisation's Health and Safety policy and procedures** as necessary.
- Conducting **safety inspections** of the premises at regular intervals.
- Ensuring **risk assessments** are undertaken, including those required under the **Control of Substances Hazardous to Health (COSHH) Regulations**.
- Taking necessary action to ensure that the **Organisation complies with its legal health and safety obligations**.
- Reporting regularly to the **Management Committee** on health and safety performance and concerns.

### 17. Contractors and External Workers

Any **contractor working within the Organisation's premises** must:

- Report any **health and safety concerns** or **unsafe working practices** to the designated **Duty Representative** of the Management Committee.
- Allow the Duty Representative to **investigate and address** any reported issues.

## 18. Safety Inspections and Tours

- The **Health and Safety Sub-Committee** shall conduct formal **health and safety inspections** every **six months**.
- A report shall be submitted to the next **ordinary meeting** of the Management Committee.
- Any **necessary corrective actions** identified in these inspections shall be implemented where it is **reasonable and practicable** to do so.
- The inspection shall include a review of the **Accident and Incident Records**.

## 19. Health and Safety Rules

All staff and volunteers must take **reasonable care** to prevent accidents and comply with the following safety rules, as well as any additional guidelines issued by the Organisation.

*Accident Reporting and Record-Keeping:*

- An **Accident Book** shall be maintained, and once completed, must be **securely stored** in a locked drawer or cabinet.
- Any **injury sustained by a worker, volunteer, or visitor** on the premises, regardless of severity, must be recorded in the Accident Book in accordance with **UK statutory regulations**, including those set by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

## 20. Fire Safety Procedures

- All staff, volunteers, and visitors must familiarise themselves with **fire escape routes** and **emergency evacuation procedures**.
- Fire drills shall be conducted at **regular intervals**, and all personnel must comply with the Organisation's **fire safety policies**.

- Firefighting equipment, including extinguishers, must be **easily accessible and maintained** in accordance with fire safety regulations.

## 21. Use of Equipment and Appliances

- **Only equipment and appliances** provided or **expressly authorised** by the Organisation may be used.
- All **operating instructions** must be followed carefully.
- Any defective or malfunctioning equipment must be **reported immediately**.

## 22. Safety of Walkways and Clearways

- **Corridors, doorways, and emergency exits** must remain clear of obstructions at all times.
- Premises must be **properly lit** to ensure safe movement.

## 23. Maintenance of Facilities and Equipment

- Any **damaged or defective** equipment, furniture, or structures must be **reported immediately** and, if necessary, taken out of use until repaired.

## 24. Hygiene and Waste Disposal

- Waste disposal facilities must be **kept clean and hygienic** at all times.
- All waste materials must be disposed of in a **safe and environmentally appropriate** manner, in accordance with relevant UK waste disposal regulations.

## 25. Food Hygiene and Safety

All staff and volunteers involved in food handling must comply with the **Food Safety Act 1990** and associated regulations. The following hygiene standards must be observed:

- **Handwashing:** Wash hands thoroughly **before and during food preparation**, and especially after using the toilet.
- **Personal Hygiene:** Staff must report any **illnesses**, such as skin infections or flu symptoms, that could pose a risk to food safety.

- **Wound Care:** Any **cuts or sores** must be **covered with waterproof dressings**.
- **Clothing:** Maintain **clean personal hygiene** and wear **appropriate protective clothing** if required.
- **Food Storage:**
  - **Perishable foods** must be stored at **below 8°C** or kept  **piping hot above 63°C**.
  - Raw and cooked foods must be prepared **separately** to avoid cross-contamination.
- **Cleaning and Waste Disposal:**
  - Work surfaces and equipment must be **cleaned immediately after use**.
  - Waste food must be disposed of in **covered bins**, and staff must **wash their hands after handling waste**.
- **Legal Compliance:**
  - Smoking is **strictly prohibited** in food preparation areas, as per the **Health Act 2006**.
  - Any concerns about **food safety or facility hygiene** must be reported to a supervisor immediately.

## 26. Display Screen Equipment (DSE) Safety

Under the **Health and Safety (Display Screen Equipment) Regulations 1992**, the Organisation has a duty to ensure the well-being of staff who use computers or display screens for **a significant portion of their work**.

- Staff should take **regular breaks** of at least **five minutes per hour** from screen work.
- If an individual experiences **vision problems, headaches, or discomfort** that may be linked to screen use, they are entitled to a **free eye test** at the Organisation's expense.

## 27. Alcohol, Drugs, and Tobacco Policy

- **Smoking** is strictly prohibited within the Organisation's premises in accordance with the **Smoke-Free (Premises and Enforcement) Regulations 2006**.
- The **possession, use, or distribution of illegal drugs** on the premises is strictly prohibited.
- **Alcohol consumption** is not permitted during working hours.

- No employee, volunteer, or contractor may perform their duties while **under the influence of alcohol or drugs**, except for prescribed medication that does not impair performance.

## **Part Three: Arrangement and Procedures**

### **28. Health and Safety Oversight**

The **Health and Safety Officer**, appointed by the **Management Committee**, is responsible for implementing and monitoring the safety policy. This includes ensuring that health, safety, and welfare responsibilities are clearly assigned at all levels. The officer's contact details will be displayed prominently on-site.

### **29. First Aid and Accident Reporting**

#### **29.1 First Aid**

- The designated **First Aider(s)** for the premises will be listed on the **Notice Board** in the **Reception Area**.
- **First Aid Kits** are located in clearly marked locations, including:
  - **Reception**
  - **Kitchen**
  - *(Additional locations as required)*

#### **29.2 Accident Procedures**

- In case of injury or illness, notify a staff member or **call emergency services (999 - ask for an ambulance)** immediately.
- All accidents, however minor, must be **reported immediately** to the Health and Safety Officer or a staff member on duty.
- An **Accident Report Form** must be completed and submitted to the **Reception Desk**.
- **Notifiable accidents** (as defined in Appendix A) must follow the required reporting procedures.
- The **Health and Safety Officer** will investigate incidents, ensuring that a report is prepared for the **Management Committee** to implement preventative measures.

### **30. Fire Drills and Evacuation Procedures**

### **30.1 Fire Drills**

- All staff and volunteers must be familiar with fire safety procedures, including:
  - **Location of fire alarms, fire exits, and extinguishers.**
  - **Emergency lighting systems** and their operation.
- **Fire alarm tests** and **emergency lighting checks** will be conducted **monthly** by the Health and Safety Officer, with records logged.
- **Fire Drills** will be conducted **at least every three months** at varying times to ensure all occupants are familiar with the procedure.
- A **Fire Prevention Close-Down Check** must be performed by the last person leaving the premises (See Appendix C).

### **30.2 Fire Emergency Procedures**

- **If you discover a fire**, immediately **sound the nearest fire alarm.**
- **Evacuate the building immediately** via the nearest exit.
- **Do not use lifts** (if applicable).
- **Where possible, close doors and windows to contain the fire.**
- **Assembly Point:** *(Specify Location)*
- No one may leave the assembly point until authorised by a staff member.
- **Call the Fire Brigade (999 - ask for “Fire”)** immediately, regardless of fire size.
- On arrival, **inform firefighters** whether all persons are accounted for and provide details about the fire's location.

### **30.3 Bomb Threats**

If You Receive a Bomb Threat Attempt to gather key details, including:

- **Location of the device.**
- **Time of detonation.**
- **Whether emergency services have been notified.**
- **Record the caller’s exact words.**
- **Call 999 and notify the Police immediately.**
- **Do NOT activate the fire alarm.**
- Evacuate the building **based on police guidance.**
- Assemble in the designated safe zone **unless directed otherwise.**

## **31. Safety Regulations for Licensed Events**

For **theatre performances, public entertainment, and licensed events**, the following must be adhered to:

- Hirers and event organisers **must be familiar with** the **Health and Safety Policy**.
- **Emergency lighting** in event spaces must remain operational throughout.
- Any **hazards or facility concerns** (e.g., sanitation, refrigeration issues, damaged surfaces) must be reported to the Management Committee.

### **32. Safe Handling of Equipment, Cleaning Materials, and Hazardous Areas**

- All **portable machinery** must be **switched off and unplugged** when not in use.
- **Cables** must be secured to avoid trip hazards.
- **Slippery floors must be marked with warning signs.**
- **Protective equipment (PPE)** must be worn when operating machinery or handling hazardous substances.
- Any **defects or missing protective equipment** must be reported immediately.

### **33. General Safety and Hazard Prevention**

- **All thoroughfares, exits, and emergency routes** must remain clear at all times.
- **Fire exits must never be blocked** by furniture or equipment.
- **Vehicles must be parked responsibly**, avoiding obstruction of pathways or emergency access points.
- Any **hazards or suspected safety risks** must be reported to the **Health and Safety Officer** or duty staff **immediately**.
- **Serious hazards** require **immediate action**, including **clearing the area** to prevent injury.

### **34. Conclusion**

Balogun Basseyy CIC is committed to maintaining **the highest health and safety standards** to protect all staff, volunteers, and participants. By continuously improving our safety procedures and training, we strive to create a secure and positive environment for everyone involved. We ask all

**staff, volunteers, members, and visitors to adhere to this policy.**

### **35. Policy Review and Approval**

This policy has been approved by the Board of Directors and undergoes an annual review.

**Last Review Date:** 1 March 2026

**Signed by:**

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Samiat Balogun  
*Director*

A handwritten signature in black ink, featuring a large, stylized 'A' followed by a series of connected loops.

Amy Meite  
*Director*