

# Health and Safety Policy

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## 1. Responsibilities

The Hanover Community Association is responsible for the safety of its employees, volunteers, the Hanover Centre, users of the Hanover Centre, and participants in any events it organises.

This responsibility falls on the HCA management committee, staff, and (to a lesser extent) volunteers, users of the facilities and participants in events.

A member of the HCA management committee will be particularly responsible for health and safety matters.

An accident book will be kept including records of all incidents, accidents and “near misses”.

## 2. Risk Assessment

The HCA will maintain and review a fire risk management plan for the Hanover Centre.

The HCA will maintain and review risk assessments for the individual rooms within the Hanover Centre and the garden, taking into account the likely usages of these areas.

Specific activities with risks not anticipated in the above assessments will be individually risk-assessed.

Public events may be assessed as generic events or individually.

Risk assessments will be recorded in a clear and consistent format, identifying:

- Potential harms
- The likelihood of those harms occurring
- Measures to mitigate or avoid the risk
- The person responsible for carrying out the recommended actions, and the timescale
- The timetable for reviewing the assessment
- Any other necessary information

## 3. Monitoring and Review

The HCA will maintain a register of risk assessments and the HCA management committee are responsible for initiating reviews of assessments as required.

## 4. Related Policies and Other Documents

Related policies and documents include:

- Register of Risk Assessments
- Risk Management Policy



Date adopted:	May 2010
Last reviewed:	August 2014