

Didsbury Good Neighbours

Registered Charity No. 1145943

Company Limited by Guarantee No. 07885159



Health & Safety Policy & Procedures

Adopted Date: December 2025

Review Date: December 2028

Chair of Trustees: Margaret Wright

This policy applies to all Didsbury Good Neighbours and Didsbury Pavilion Cafe Ltd trustees, directors, staff and volunteers.

The policy is to be read in conjunction with DPC Ltd's checklists, risk assessments and procedures (M365)

The policy is based on 'The Health and Safety Toolbox: How to control risks at work' published by the HSE

DIDSBURY GOOD NEIGHBOURS

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Safeguarding (Adults) Policy

Designated Trustee: Eleanor Cribb (dgnt03@didsburygoodneighbours.org.uk)

Designated Deputy: Jamie Richardson (manager@didsburygoodneighbours.org.uk)

Statement of Intent

Didsbury Good Neighbours and Didsbury Pavilion Cafe Ltd will:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our staff and volunteers on matters affecting their health and safety
- provide and maintain safe offices and equipment

Didsbury Neighbourhood Centre, Didsbury Park, Gillbrook Road

Manchester, M20 6WH, 07749 504298

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- provide information, instruction and supervision for staff and volunteers
- ensure all staff and volunteers are competent to do their tasks, and to give them adequate training
- provide personal protective equipment
- ensure safe handling and use of substances
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident and
- review and revise this policy as necessary at regular intervals.

Responsibilities

1. Overall and final responsibility for this policy and its implementation lies with DGN's Board of Trustees and the Directors of DPC Ltd.

The Board, in consultation with the Directors of DPC Ltd , will appoint a trustee/director to take lead responsibility for championing and overseeing Health and Safety issues and ensuring that standards are maintained and improved.

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Coordinators and the Charity and Pavilion Cafe Manager.

3. All staff and volunteers should:

- co-operate with their supervisors and line managers on health and safety matters
- to comply with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

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Arrangements for Health and Safety

1. Risk Assessment

Health & safety risks arising from our work activities

Key areas of risk at Didsbury Good Neighbours and DPC Ltd are:

- Personal safety
- Events, including use of the Pavilion and Didsbury Neighbourhood Centre
- Food Hygiene
- Carrying/lifting
- Display screen equipment (VDU's)
- Confined spaces
- Electricity
- Falling objects/collapsing structures
- Fire
- Slips, trips and falls
- Temperatures
- Substances hazardous to health (including dust, fumes, etc.)
- Work equipment
- Work-related upper limb disorders
- Stress
- Lice/ bed and head
- Legionnaires disease,
- Communicable diseases (including Covid-19)

Didsbury Good Neighbours and DPC Ltd will complete relevant risk assessments and take action in consultation with staff and volunteers, following HSE guidance.

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

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Action required to remove or control risks will be approved by the Didsbury Good Neighbours Board and DPC Ltd Directors.

The nominated trustee/director (in conjunction with the Coordinators and Charity and Cafe Managers) is responsible for ensuring the action required is implemented and for checking with staff and volunteers that the implemented actions have removed or reduced the risk.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest. Assessments will also be carried out whenever a new activity is introduced and/or a new location is used. Potential new activities will require a completed risk assessment by manager being presented to trustees for approval.

Group and activity leaders, in consultation with the Coordinators and Charity and Cafe Manager (where applicable), will assess the risks in any event organised, taking account of guidance available.

2. Safe premises and equipment

Identifying maintenance needs for premises and equipment is the responsibility of the Charity and Cafe Manager with advice from staff and volunteers.

Ensuring effective maintenance procedures are drawn up is the responsibility of the Charity and Cafe Manager.

Ensuring that all identified maintenance is implemented is the responsibility of the Charity and Cafe Manager, to whom any problems found with the Neighbourhood Centre, the Cafe and equipment should be reported.

Checking that new equipment meets health and safety standards before it is purchased is the responsibility of the Charity & Cafe Manager

Personal protective equipment will be provided by DGN/DPC Ltd

3. Training

General induction training, and job-specific briefing and training, will be provided for all staff and volunteers by the supervising staff and volunteers member.

Any staff and volunteers' health and safety concerns will be identified in regular supervisions.

We will make sure suitable arrangements are in place for employees who work remotely or from home

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The supervising member of staff and volunteers will identify training and development needs of staff and volunteers, will arrange participation in any training and development, and will be responsible for monitoring the outcomes.

Training records are kept in the main personnel files held by DGN and DPC Ltd.

4. Consultation with the Workforce

We will consult staff and volunteers routinely on health and safety matters as they arise and formally when we review health and safety. We will encourage staff and volunteers to elect a safety representative. In the absence of a safety representative, we will consult with staff and volunteers collectively.

We will consult with them on all matters regarding health and safety, including:

- the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work;
- arrangements for getting competent people to help them comply with health and safety laws
- the information we are giving them on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk
- the planning and organisation of health and safety training and
- the health and safety consequences of introducing new technology

5. Fire and evacuation

We will carry out a fire safety risk assessment and implement and maintain a fire management plan. We will make sure escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated if necessary. Ensuring this is undertaken and implemented is the responsibility of the Charity and Cafe Manager following appropriate advice. Staff, coordinators and key volunteers will undertake fire safety training and be made aware of any updates in the event of a new fire risk assessment being carried out.

6. Information

The HSE poster *Health and safety law* will be displayed prominently, with the blank sections filled in by the Charity and Cafe Manager.

A annual Health & Safety Maintenance Schedule will be regularly updated and on display in the office.

7. Accidents, first aid and work-related ill health

- All accidents and cases of work-related ill health are to be recorded in the accident book

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- Where outreach venues are in regular use, staff and volunteers will familiarise themselves with the location of the first aid box
- Investigating accidents is the responsibility of the Charity and Cafe Manager
- Investigating work-related causes of sickness absences is the responsibility of Line Managers/Supervisors
- Acting on findings to prevent a recurrence is the responsibility of the Charity and Cafe Manager
- Reporting accidents, diseases and dangerous occurrences to the enforcing authority is the responsibility of the Coordinators and Cafe Manager

8. Eye Tests

Free eye tests every two years will be available to staff and volunteers using computers, whose personal responsibility it will be to arrange for the test. Payment will be reimbursed on provision of receipts.

9. Monitoring

To check working conditions, and ensure our safe working practices are being followed, we will:

- hold quarterly health and safety review meetings, reporting to the DGN and DPC Ltd Boards
- conduct annual risk assessments, reporting to the DGN and DPC Ltd Boards
- review the policy annually at both Board levels
- take other actions as necessary.

10. Practical Information

The first aid boxes are kept in the kitchen in the cafe and in reception and kitchen in Neighbourhood Centre

The accident book is kept in the office in the cafe and in reception in the Neighbourhood Centre

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