

CLASP – HEALTH & SAFETY POLICY

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Clare Liaison & Support Project
(CLASP)

Board of Trustees

Chairman, CLASP

Statement of general policy	Responsibility of	Action/Arrangements
To provide healthy and safe working conditions, equipment and systems of work for all our volunteers and service users.	Management Committee	Ensure that all volunteers have read and understood this policy and the risk assessment(s) relevant to their roles and responsibilities.
To provide risk assessments for each area of activity.	Management Committee	Ensure that all volunteers have read and understood the risk assessment relevant to their area of activity and that these are available for reference on site. Documents to be reviewed annually to ensure they remain effective and compliant with any legal requirements.
To provide adequate training to ensure volunteers are competent to do their work.	Management Committee	Provide such training and information as necessary.
To engage and consult with volunteers and service users on matters of health and safety.	Management Committee	To encourage open communications on any matter of health and safety and commitment to engagement in establishing and observing safe working practices. Ensure that health and safety is reviewed at all Management Committee meetings.
All volunteers to be aware of emergency procedures in case of fire or other significant incident.	Senior Centre Manager or Fundraising Administrator or other person in charge on the day.	To read and be aware of the Fire Instructions and Risk Assessments produced by the Combined Halls of Clare (CHOC) for the Old School Community Centre or Town Hall, as relevant. If another building is used, to be aware of the relevant procedures for that building.

Incident reporting	Senior Centre Manager or Fundraising Administrator or other person in charge on the day.	Clear procedure for reporting accidents, incidents or bear misses, including how to document these events and the steps to take following an incident.
Approved by Management Committee:	Date: 14 August 2025	
Approved by Board of Trustees	Date: 10 September 2025	