

HUDAWI CULTURAL CENTRE

HEALTH & SAFETY POLICY

Approved by: Board of Trustees

Date Approved: 26/01/26

Review Date: 25/01/27

STATEMENT

The Huddersfield African West Indian (HUDAWI) Cultural Centre is a Company Limited by Guarantee). The HCC key aims are to provide community facilities for meetings, learning and collaboration. Additionally, we aim to facilitate and promote social inclusion and cohesion through educational programmes and events. We will work to support individuals, families, and groups, with a focus on, but not limited to, African Caribbean communities, while encouraging volunteering and civic engagement. Through these initiatives, HCC seeks to build a stronger, more connected community where individuals feel empowered.

Our Operating Principles and Values

As a CLG, we take our compliance obligations seriously with duties, responsibilities, and public trust to be upheld accordingly. Our key values are transparency, accountability and operating consistently and fairly. This policy ensures that we operate legally and safely, in line with legislation and best practice, to protect the people, our purpose, our finances, and the reputation of HCC.

1. Policy Statement

The CIO is committed to ensuring, as far as is reasonably practicable, the health, safety, and welfare of everyone who works in, uses, or visits the community building it owns.

The CIO recognises its legal and moral duty to provide a safe environment and to prevent accidents, injuries, and risks to physical or mental health.

We aim to:

- Provide safe premises and equipment.
- Manage and reduce health and safety risks through systematic risk assessment.
- Ensure safe working practices for trustees, staff, volunteers, and contractors.
- Provide clear information, instruction, and supervision.
- Promote a culture where all users feel safe and able to raise concerns.

2. Scope

This policy covers:

- Trustees and officers of the CIO
- Employees and volunteers
- Contractors working on the premises
- Hirers and regular user groups
- Members of the public attending activities or events

It applies to all areas of the community building, any associated outdoor areas, and any activities directly organised by the CIO.

3. Responsibilities

3.1 The Trustees

Trustees hold ultimate responsibility for health and safety. They will:

- Ensure compliance with relevant health and safety legislation.
- Approve and review risk assessments annually or following significant change.
- Maintain the building in a safe condition.
- Provide resources for health and safety measures.
- Appoint a designated Health and Safety Lead Trustee.

3.2 Health and Safety Lead Trustee

This person will:

- Oversee day-to-day implementation of the policy.
- Maintain records of inspections, incidents, and maintenance.
- Ensure training is provided where needed.
- Act as contact point for concerns or complaints.

3.3 Staff, Volunteers, and Contractors

Everyone working on behalf of the CIO must:

- Follow safe working practices and instructions.
- Report hazards, defects, or incidents immediately.
- Use equipment safely and appropriately.
- Cooperate with any health and safety procedures.

Contractors must provide evidence of competence, insurance, and risk assessments for their work.

3.4 Building Hirers and User Groups

Hirers are required to:

- Take reasonable care for their own health and safety.
- Supervise their participants, especially children or vulnerable adults.

- Follow the CIO's fire and emergency procedures.
- Report any hazards or incidents promptly.

4. Risk Assessment

The CIO will:

- Conduct and maintain written risk assessments for the building and all CIO-run activities.
- Review assessments at least annually or after any incident or major change.
- Implement control measures to manage risks to an acceptable level.

5. Building Safety and Maintenance

We will ensure:

- Regular inspection of the building, including electrics, gas (if applicable), water systems, and fire equipment.
- Prompt repair of defects or hazards.
- Safe storage and use of cleaning chemicals and equipment.
- Adequate lighting, heating, ventilation, and accessibility.

Records of inspections and servicing will be maintained.

6. Fire Safety

The CIO will:

- Maintain fire detection and firefighting equipment.
- Ensure clear signage and unobstructed escape routes.
- Provide evacuation procedures and display them prominently.
- Hold periodic fire drills where practical.
- Ensure all hirers and groups understand fire safety requirements.

7. First Aid and Incident Reporting

- A suitably stocked first aid kit will be provided and checked regularly.
- Serious incidents, injuries, or near misses will be recorded in an Incident Log.
- RIDDOR reporting requirements will be followed where applicable.

8. Safeguarding and Wellbeing

The CIO recognises that health and safety includes emotional and psychological wellbeing.

- Safeguarding policies will complement this policy.
- Harassment, discrimination, or unsafe behaviour will not be tolerated.

9. Training and Information

The CIO will provide relevant training and information appropriate to roles, including:

- Fire safety
- Manual handling
- Safe use of equipment
- Emergency procedures

Hirers will be given safety information upon booking.

10. Emergency Procedures

Emergencies may include fire, medical incidents, equipment failure, severe weather, or structural damage.

Procedures will be:

- Documented and displayed
- Communicated to trustees, volunteers, staff, and hirers
- Practised where appropriate

11. Monitoring and Review

This policy will be reviewed annually, or earlier if:

- Legislation changes
- There is an incident or near-miss
- Major building changes occur

The Trustees will record the date of each review and any changes made.

12. Approval and Adoption

This policy was approved by the Board of Trustees of the HCC on:

Date: 26.01.26

The change from CLG to CIO was agreed by the Chair on the 17.05.26

| Version No | Approved By | Approval Date | Main Changes | Review Period |
|-------------------|--------------------|----------------------|---|---|
| 1.0 | Consortium | 26.01.26 | Initial Draft Approved | Annually |
| 2.0 | Chair | 17.05.26 | Amendment on legal status from CIO to CLG | To be reviewed pending outcome of CIO application |

