

## Health and Safety Policy – Easy Read

### Who is this for?

Everyone who uses the building: volunteers, visitors, workers, contractors, and group members.

### Our Promise

- We want to **keep everyone safe** from injury and harm.
- We follow the **law** and do regular checks on the building and equipment.
- Everyone should be treated with care, respect, and feel confident in their safety while using the Centre.

### What We Do to Stay Safe

- Keep the building in **good condition** and fix things quickly.
- Make sure equipment is **safe to use**.
- Give people **information and training** when they need it.
- Have clear **emergency plans** and signs.

### Fire Safety

- Fire alarm is tested **every week**.
- Emergency lights are tested **every month**.
- A professional checks all fire equipment **twice a year**.
- Everyone is shown where to **go in a fire** and how to leave the building safely.

### Cleanliness & Hazard Control

- Cleaning is done regularly.
- Spills or breakages must be **cleaned or reported** straight away.
- Cleaning products are kept out of children's reach.

### Accidents or Problems

- If someone is hurt or something breaks, **report it** to a Trustee or supervisor.
- There is 4 First **Aid Kit** available in the building.

- Trustees keep an **accident book** with what happened and what action was taken.

### Support for Everyone

- We consider everyone's needs—including people who are Deaf, disabled, elderly, or have extra needs.
- Evacuation plans are in place for people who need **help leaving the building**.

### Everyone's Responsibility

- Don't block fire exits.
- Don't use damaged or unsafe equipment.
- Keep walkways clear of bags or clutter.
- Know where your **nearest exit** is.

### Training and Checks

- Volunteers and users are shown **how to stay safe** in the Centre.
- Fire drills and safety checks are done **regularly**.
- Changes or new risks are shared with everyone.

Reviewed in: **2025**