HEALTH AND SAFETY POLICY

Huntingdon Area Money Advice (HAMA) recognizes and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of those who use the offices provided for HAMA by Huntingdon Community Church (HCC) or other premises.

HAMA will, therefore, take all necessary steps within its power to meet its responsibilities *so far as is reasonably practicable.* This will be done either by confirming annually with HCC or other premises in which HAMA operates that the following conditions can be met by those responsible for the premises, or by ensuring that they are met by HAMA, as applicable (this list is not exhaustive):

- maintaining each office in a condition that is safe and without risk to health and providing and maintaining means of access to and egress from it that are safe and without such risks;
- providing and maintaining furnishings and equipment safe and without risks to health;
- assessing the risk to the health and safety of those who use the offices;
- ensuring the safety and absence of risks to health in connection with the use handling, storage and transport of articles and substances;
- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the offices;
- the provision and maintenance of a proper environment for HAMA personnel that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
- consulting, where necessary, with HAMA personnel on the implementation of changes to this policy;
- Ensuring that adequate funds and resources are made available for carrying out this policy.

HAMA has given the overall responsibility for the fulfillment of this policy to the **Centre Manager,** as HAMA's Health and Safety Officer.

All HAMA personnel will:

- take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping;
- as regards any duty or requirement imposed on the owners of the building or any person by or under any of the relevant statutory provisions, co-operate with the owner so far as is necessary to enable that duty or requirement to be performed or complied with;
- ensure that they shall not intentionally or recklessly either interfere with or misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;
- make themselves familiar with and conform to HAMA's Health and Safety Policy;
- observe all safety rules, procedures, and codes of practice, and **in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency**, and be aware of First Aid provision in the premises;
- conform to all the food safety regulations that are applicable to themselves;

- co-operate with HAMA to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
- report to the HAMA Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
- ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- Have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the offices.

Reviewed by trustees 13th Jan 2026
Due for review January 2029