Hive Bradford

Health & Safety policy

Last adopted: April 2026	Review: 3 years	Review due: April 2029

Key principles

Hive is committed to ensuring the health and safety of employees, contractors, volunteers and members of the public whilst engaged in our activities.

This policy uses the term “staff” to mean both employed staff and contractors (including course tutors) carrying out duties on behalf of Hive.

As far as reasonably practicable, we will:

- provide adequate control of the health and safety risks arising from our activities
- consult with our staff, volunteers and service users on matters affecting their health and safety, including work-related stress
- provide relevant equipment, including any personal protective equipment required
- ensure that any equipment provided is in good working order and maintained safely
- provide information, instruction, supervision and training for staff and volunteers
- ensure that all staff and volunteers are competent to carry out their tasks
- maintain safe and healthy working conditions
- regularly review and revise this policy as necessary.

This policy is accompanied by procedures:

- 3b Fire Safety
- 3c Manual Handling
- 3d working at Height
- 3e Lone Working
- 3f Working Away from Hive

Responsibilities

All staff, volunteers and service users have a responsibility to take care of their own health and safety and that of others who may be affected by their actions.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Manager and Health & Safety Officer (see Appendix 1).

The overall responsibility for health and safety lies with the Trustees of Hive.

All staff, volunteers and service users must:

- take reasonable care of their own health and safety
- cooperate with the organisation on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- work safely, efficiently, and without endangering the health and safety of themselves, their colleagues, the general public, or anybody else who has right of access to the organisation's premises
- follow all of Hive's health and safety procedures
- wear safety and protective clothing, and use protective equipment and appropriate safety devices where these are provided
- report all health and safety concerns to an appropriate person.

The **Health & Safety Officer** is responsible for:

- ensuring that health and safety procedures are implemented and followed
- ensuring that health and safety information has been communicated to other staff and tutors through induction processes, training, information packs, posters or notices, and other appropriate means as necessary
- liaising with Kirkgate Community Centre on areas of joint responsibility
- assessing and documenting healthy and safety risks
- ensuring that potential risks and practical steps to mitigate them are communicated to other staff, volunteers and service users
- ensuring that relevant inspections and audits are carried out and documented in line with the schedule in appendix 2

If the Health & Safety Officer is not present then their responsibilities will fall to the other staff on site. If no staff are present, then their responsibilities will fall to the designated person in charge, which may be a course tutor.

Other staff, along with the Health & Safety officer, are responsible for:

- reducing health and safety risks as far as is reasonably practicable
- communicating health and safety information to service users and the public
- ensuring that service users are aware of and follow relevant health and safety procedures
- ensuring that service users do not take part in activities without the appropriate induction or training

Arrangements and procedures

In order to reduce risks to staff, volunteers and service users, they must follow all health and safety procedures and associated training.

The policy is also made available to service users and the public (via our website or from the office) and the Health & Safety Law poster is displayed on the premises.

Health and safety advice is available from the Health and Safety Executive (HSE), Bradford and Leeds Occupational Health Projects, and Trade Unions.

Information, instruction, supervision and training

The Manager and Health & Safety Officer are responsible for ensuring that:

- staff, volunteers and service users receive the necessary information, instruction, supervision and training to carry out their activities safely
- staff and volunteers carrying out duties at locations under the control of other organisations are given relevant health and safety information.

All staff and volunteers are given an introduction to this Health & Safety Policy and the related procedures as part of their induction. They must confirm they have read and understood the policy and procedures on induction, and whenever they are updated. A record will be kept of that confirmation.

Staff and volunteers will also receive role-specific training as part of their induction and as necessary when they take on new responsibilities or procedures change. Role-specific training is identified by the risk assessment process.

Ongoing training needs for staff and volunteers are identified and arranged by their line manager or supervisor as part of the supervision process and refresher training is provided when the procedures are reviewed or updated (at least annually).

Records of inductions and training completed by staff and volunteers will be kept in the Hive document library.

Service users will be required to complete an induction appropriate to the facilities and equipment they are using. In particular, users will be required to complete a Woodwork or Pottery induction before working in the Woodwork and Pottery rooms, either as a standalone induction (if using unsupervised), or as part of a taught course (for the course). A record will be kept of this induction.

Consultation, monitoring and reporting

When new activities, methods or processes are introduced, relevant staff and volunteers will be included in the planning to ensure that matters affecting their health and safety are considered appropriately.

The Manager and Health & Safety Officer are responsible for monitoring compliance with this policy and procedures.

Health and safety inspections and audits will be completed regularly in accordance with the schedule in Appendix 2.

Accidents, dangerous occurrences, incidents, near misses and work-related causes of sickness absence will be investigated by the Manager, who is also responsible for ensuring that findings of any investigation are acted upon to prevent recurrence. If the Manager is involved in the occurrence or incident then the investigation will be carried out by a Trustee.

Health and safety matters will be reported to the Trustees at least quarterly, through the Manager's report to the Trustees.

Health and safety procedures will be reviewed at least annually (see Appendix 2).

This policy will be reviewed every three years.

Risk assessments

The Manager and Health & Safety Officer are responsible for ensuring that:

- activities needing a risk assessment are identified
- risk assessments are carried out on all such activities
- any actions identified by the assessments are implemented
- staff, volunteers and service users are informed of any actions they need to take arising from the risk assessment
- completed risk assessments are stored in Hive's document library.

Risk assessments will be reviewed annually, or when work activity changes or new methods or processes are introduced.

Safe equipment

Hive is committed to ensuring the safe use of equipment by having clear guidance and training for staff, volunteers and service users.

The Manager and Health & Safety Officer are responsible for ensuring that:

- equipment that needs maintaining is identified
- effective maintenance procedures are drawn up and carried out for all such equipment
- new equipment (whether purchased new or second hand) meets Hive's health and safety standards
- staff, volunteers and service users are informed of any actions they need to take as part of the maintenance procedures
- maintenance schedules and records of completion are stored in Hive's document library.

Any problems found with equipment should be reported to the Manager or Health & Safety Officer.

Safe handling and use of substances

Hive is committed to reducing risks relating to substance used to ensure compliance with COSHH (Control of Substances Hazardous to Health) regulations and prevent long-term injury. The Manager and Health & Safety Officer are responsible for ensuring that:

- substances which need a COSHH (Control of Substances Hazardous to Health) assessment are identified
- COSHH assessments are carried out on all such substances when they are first introduced

- any actions identified by the assessments are implemented
- any new substances can be used safely, are the safest alternative capable of performing the task (which should be checked before purchase), and are suitably assessed
- staff, volunteers and service users are informed of any actions they need to take arising from the risk assessment
- COSHH data sheets are stored in Hive's document library for all substances which present a potential hazard.

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

Hive aims to reduce the risk from accidents that require first aid wherever possible. When they do happen first aid supplies are provided and are located opposite reception, next to the bottom of the staircase.

Information about appointed first aiders is available in the same location, or in the different activity rooms as appropriate.

All accidents and work-related health issues must be recorded in the accident book, which is located with the first aid supplies. Other dangerous occurrences, incidents and near misses will also be recorded on the incident log to help identify patterns and improve preventative measures.

The Manager and Health & Safety Officer are responsible for reporting reportable accidents, diseases and dangerous occurrences to the enforcing authority, as required by law.

Fire Safety (procedures 3b)

Most fires are preventable. Hive is responsible for reducing the risk from fire and implements measures to protect its premises from fire as much as is reasonably possible, and to ensure that procedures are in place to ensure people's safety in the event of a fire.

Because the building is shared, Hive and Kirkgate Community Centre are each responsible for ensuring fire safety in their respective areas, and are jointly responsible for some aspects of fire safety.

The fire safety procedures outline the responsibilities of staff and volunteers for fire safety and what to do in the event of a fire.

Manual Handling and Lifting (procedures 3c)

Hive complies with the Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 to reduce the risks from manual handling. Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. A load can be an object, person or animal.

Hive conducts risk assessments and implements appropriate measures to reduce the risk of manual handling injuries to staff, volunteers and service users.

The manual handling procedures outline the responsibilities of staff and volunteers relating to manual handling, and ways to reduce the risks from manual handling

Working at Height / Safe use of Ladders (procedures 3d)

Working at height remains one of the biggest causes of fatalities and major injuries at work.

'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Common cases include falls from ladders.

Hive complies with The Work at Height Regulations 2005 and will avoid working at height wherever possible. Where it is unavoidable Hive conducts risk assessments and implements appropriate measures to reduce the risk of working at height injuries to staff, volunteers and service users.

The working at height procedures outline the responsibilities of staff and volunteers and ways to reduce the risks from working at height.

Lone Working (procedures 3e)

Reducing the risk of lone working is crucial because lone workers face additional risks due the lack of support. These risks can increase the impact their health, safety, and wellbeing even for minor incidents. Without the presence of colleagues or supervisors, lone workers are at a higher risk of experiencing workplace violence, aggression, or other challenges they may not be prepared for.

Hive will reduce the risk of lone working by avoiding it as far as is reasonably practicable by arranging working patterns and volunteer assistance to minimise lone working especially outside of usual office hours.

However, in those circumstances where it is unavoidable Hive will

- ensure that staff and volunteers are trained and supported by following the lone working procedures to protect themselves while maintaining service delivery.
- conduct risk assessments and implement appropriate measures to reduce the risk to staff and volunteers when working alone whether on Hive premises, travelling or at external venues.

Staff and volunteers are not required to enter into or continue working in any situation where they feel at risk. If a staff member or volunteer feels at risk, or that they have been at risk, in a particular situation they must report it to their line manager or supervisor who will provide support.

Any incidents that happen when lone working should be reported and logged in the incident book.

The lone working procedures outline the responsibilities of staff and volunteers and ways to reduce the risks from lone working.

Working away from Hive / External Venues (procedures 3f)

Working at external venues can present additional risks as they may have different health and safety processes. When working at an external venue, Hive checks and reviews the venue's own risk assessment and makes sure staff and volunteers are aware of their health and safety processes. Where the external venue doesn't have its own risk assessment or where different activities are being conducted Hive conducts its own risk assessments and implements appropriate measures to reduce the risk to staff and volunteers working away from Hive premises.

The working away from Hive procedures outline the responsibilities of staff and volunteers and ways to reduce the risks when working away from Hive.

Electrical Safety

All electrical equipment is serviced and maintained regularly by a suitable and qualified competent person to reduce the risk of accident, injury and fire.

Records must be kept of such servicing and maintenance.

No untrained or unqualified person should attempt to rectify any electrical defect.

PAT checks should be completed annually by a suitably qualified person on all relevant portable equipment.

Smoking

Hive is committed to providing a smoke-free working environment.

In line with this commitment, the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulation 2006, Hive is a no smoking environment and nobody is permitted to smoke anywhere on Hive's premises other than the designated smoking area. This includes e-cigarettes ("vaping"). Hive will display "No smoking" signs on its premises.

The designated smoking area is clearly signed, and will be situated so as to maintain a smoke free environment for staff, volunteers and service users, ensuring that smoke does not impinge on entrances or windows. A cigarette butt disposal point will be provided and maintained.

Staff and volunteers are not permitted to smoke whilst undertaking Hive duties, in particular while interacting with anybody else. This also applies when working off site.

Staff and volunteers may choose not to carry out their duties if doing so will subject them to passive smoking.

Working in an office environment

Premises must be kept clean and tidy, so as to avoid trip hazards, fire hazards and obstruction of fire exits and routes.

Storage must be arranged to reduce the risks from manual handling and working at height.

All furniture and office equipment must be maintained in a good state of repair. Any defects must be reported to the Manager.

All staff and volunteers using display screen equipment should follow HSE guidelines on the use of display screen equipment (hse.gov.uk/msd/dse).

Hive will carry out appropriate workstation assessments for staff who use display screen equipment as a significant part of their work. Appropriate equipment to reduce the risk of injury, including appropriate seating and desks, wrist rests, foot rests and document holders will be provided as necessary and identified by the workstation assessment.

Hive will arrange and pay for an eye test when requested by any staff member required to use display screen equipment as a significant part of their work.

Work-related stress

Reducing work-related stress is crucial for maintaining a healthy work environment and overall well-being. By managing stress effectively, Hive can create a more productive and supportive workplace.

Stress-related risks to staff and volunteers will be identified and managed through stress risk assessments and through supervision and appraisal processes.

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate, reduce or control risks from stress in line with the HSE Management Standards for Work Related Stress (hse.gov.uk/stress) should be adopted where possible.

The standards encourage attention to factors such as:

- **demands**: workload, work patterns and the work environment
- **control**: how much say the person has in the way they do their work
- **support**: the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
- **relationships**: promotion positive working to avoid conflict and deal with unacceptable behaviour
- **role**: whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
- **change**: how organisational change (large or small) is managed and communicated.

Line managers and supervisors must ensure that no staff work excessively long hours, and that allocated rest breaks and holidays are taken as appropriate. They must monitor workloads to ensure that staff are not overloaded. They should also monitor activities being undertaken against role descriptions, to ensure that staff are working appropriately. They have a responsibility to be vigilant and proactive, and to offer additional support to staff who are experience stress outside of work, for example through bereavement or separation.

Where work-related stress is identified, health measures such as rearranging work allocation, flexible working patterns, and work-related training or mentoring should be considered.

Bullying and harassment must not be tolerated, and should be treated as serious disciplinary matters.

In some cases, where stress is a cause or possible cause of repeated or long-term absence from work, the absence management policy will be followed. Counselling or stress management courses, or occupational health referrals, may be considered amongst other options for supporting individuals.

Appendix 1: Designated roles

Manager

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Health & Safety Officer

Charles Hargreaves	charles.hargreaves@hivebradford.org.uk		01274 598928

Appendix 2: Audit / inspection schedule

NB. In the PDF version this schedule doesn't automatically update. Please check the live version of the schedule.

Health & Safety audit and inspection schedule								
Month	**Policies and procedures**	**Reporting**	**General**	**Fire**	**First Aid**	**Risk assessments**	**Ladders**	**Equipment**
January			General visual inspection	Extinguisher visual inspection			Visual inspection	
February			General visual inspection	Extinguisher visual inspection	Check First Aid			Front-loading kiln servicing Pottery Wheel servicing
March		H&S report for trustees	General visual inspection	Extinguisher visual inspection				
April			General visual inspection	Extinguisher visual inspection	Check First Aid		Visual inspection	
May			General visual inspection	Extinguisher visual inspection				
June		H&S report for trustees	General visual inspection	Extinguisher visual inspection	Check First Aid	Review Building risk assesment		
July			General visual inspection	Extinguisher visual inspection			Visual inspection	Top-loading kiln servicing
August	Send out course H&S sheets to tutors for review		General visual inspection	Extinguisher visual inspection	Check First Aid			
September	Review course H&S sheets (before courses start)	H&S report for trustees	General visual inspection	Extinguisher visual inspection				
October	Review Health & Safety Policy (three-yearly)		General visual inspection	Extinguisher visual inspection Extinguisher, blanket, alarm and emergency lighting service	Check First Aid		Visual inspection	
November			General visual inspection	Extinguisher visual inspection				PAT Checks
December		H&S report for trustees	General visual inspection	Extinguisher visual inspection	Check First Aid			
			Posters and notices in place, safety equipment in place and labelled, general hazards	Escape routes checked daily Alarm tested weekly (Fridays)			Ladders should also be checked every use in accordance with the safety checklist	Woodwork equipment checked weekly (Mondays)