



## Health and Safety Policy

### CORA (Community of Reading & Artistry) Book Club

#### Introduction

The Community of Reading & Artistry (CORA) Book Club provides a safe and healthy environment for all staff, volunteers, and members. This policy outlines our commitment to health and safety and the procedures we follow to ensure compliance with relevant legislation.

#### Legislation

This policy is in accordance with the following legislation:

- **Health and Safety at Work Act 1974:** Ensures the health, safety, and welfare of individuals at work.
- **Management of Health and Safety at Work Regulations 1999:** Requires risk assessments and appropriate health and safety measures.
- **Manual Handling Operations Regulations 1992:** Sets out requirements for the safe handling of objects.
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Provides measures to control hazardous substances.
- **Fire Safety Order 2005:** Ensures fire safety measures in the workplace.

#### Policy Statement

CORA Book Club is committed to:

- Providing a safe and healthy environment for all staff, volunteers, and members.
- Ensuring compliance with all relevant health and safety legislation.
- Promoting a culture of safety and awareness.

#### Responsibilities

##### 1. Book Club Coordinator

- The Book Club Coordinator has overall responsibility for health and safety within the club.
- Ensures that health and safety policies and procedures are implemented and reviewed regularly.

## **2. Staff and Volunteers**

- All staff and volunteers are responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- Must follow health and safety policies and procedures and report any hazards or incidents to the Book Club Coordinator.

## **Risk Assessment**

- Regular risk assessments will be conducted to identify potential hazards and implement appropriate measures to mitigate risks.
- Risk assessments will be documented and reviewed annually or whenever there is a significant change in activities or premises.

## **Health and Safety Procedures**

### **1. Accident Reporting**

- All accidents, incidents, and near-misses must be reported to the Book Club Coordinator immediately.
- An Accident Report Form must be completed and submitted within 24 hours of the incident.

### **2. Emergency Procedures**

- Emergency evacuation procedures will be established and communicated to all staff, volunteers, and members.
- Regular fire drills will be conducted to ensure everyone is familiar with evacuation routes and procedures.

### **3. First Aid**

- First aid kits will be available at all club venues and events.
- At least one staff member or volunteer will be always trained in first aid.

### **4. Manual Handling**

- Staff and volunteers must follow safe manual handling practices to prevent injuries.
- Manual handling training will be provided as necessary.

### **5. Control of Hazardous Substances**

- Any hazardous substances used by the club will be properly stored, labelled, and handled in accordance with COSHH regulations.
- Safety data sheets will be available for all hazardous substances.

## **Monitoring and Review**

- This policy will be monitored regularly to ensure it is effective and compliant with current legislation.
- The policy will be reviewed annually and updated as necessary to reflect changes in legislation or club activities.

## **Contact Information**

For any questions or further information regarding this policy, please contact:

**Book Club Coordinator** Email: [info@cora-bookclub.co.uk](mailto:info@cora-bookclub.co.uk) Phone: 07520640928