Proposed	February 2026
Approved	19 February 2026
Next Review	February 2028

Malvern Youth and Community Trust - Health and Safety Policy

1. Statement of Intent

This is the Health and Safety Policy of Malvern Youth and Community Trust (Malvern Cube)

1.1. Background

Malvern Youth and Community Trust (MYCT) is a charity that leases and manages the building and grounds known as the Malvern Cube Community and Arts Centre. We rent out rooms, run a community café, host events and activities, and welcome the public to use the building and grounds.

Our team includes:

- a full time Centre Manager and up to twenty part-time employees and workers
- about forty volunteers, including trustees

Our spaces are used:

- by over fifty regular groups - for exercise, recreation, and supporting the well-being of the local community
- for one-off meetings, activities and events including festivals, live music and other performances

Our café is used by casual visitors to eat and drink, meet friends and to keep warm

1.2. Who does the Policy apply to?

- MYCT staff, workers and volunteers
- those who rent or use our spaces for events and activities (hirers, users)
- visitors (of all ages)
- contractors
- anyone affected by activities at Malvern Cube (including neighbours)

We want everyone to feel safe and respected.

1.3. Our Health and Safety Policy

MYCT aims to look after the health and safety of staff, volunteers, hirers, users and other visitors through:

What we do:

- make sure our building, grounds and equipment are in good condition and safe to work in and use
- manage health and safety risks that are under our direct control
- strive to prevent accidents and ill health
- follow appropriate health and safety legislation
- produce our own risk assessments for our spaces and our activities
- ensure safe storage, handling and use of 'hazardous' substances
- safely prepare healthy food
- ensure we are aware of possible customer allergies when serving food
- ensure contractors are appropriately qualified and insured
- provide training, briefings and safety information for staff, workers, volunteers and hirers
- encourage respectful behaviour and help resolve conflicts
- record and report any accidents or near misses
- enforce policies around alcohol consumption and adopt procedures around drugs misuse
- regularly review any health and safety concerns
- regularly review this policy and other associated policies and procedures

What we ask others to do:

- expect hirers to take responsibility for the health and safety of their groups
- require hirers to produce risk assessments relevant to their activity
- ask hirers to ensure their equipment is safe to use and checked as may be required (eg PAT-tested)
- encourage users to consider the health and safety of others
- ask anyone to report safety concerns

2. Responsibility for Health and Safety

Everyone is responsible for health and safety, whether for themselves or other people.

Certain individuals and groups have specific responsibilities under this policy.

- **Trustees:**
  The Deputy Chair of Trustees (Colin George):
  - has responsibility for over-seeing health and safety issues on behalf of the charity
  - is involved in preparing and reviewing this policy
  - helps prepare an H&S Action Plan and reports to the MYCT Board on the same every six months

- **Centre Manager:**
    - The Centre Manager (Michelle Newell):
    - monitors day-to-day health and safety risks
    - reports to the MYCT Board on any issues
    - oversees the production of MYCT's risk assessments
    - monitors risk assessments produced by hirers
    - briefs staff, workers, volunteers and hirers
    - maintains the Accident Book
    - identifies whether a hire or event requires a specific 'event lead'

Other people having a role in health and safety:

- **Caretaker:**
    - undertakes statutory and other regular building and equipment checks
    - appoints specialist firms to assist with such checking
    - assists in briefing hirers, staff, workers and volunteers
    - assists in the preparation of COSHH statements
- **Staff, workers and volunteers:**
    - assist the Centre Manager in keeping the building and grounds safe
    - must follow safety rules, take care of themselves, and report concerns
- **Café managers:**
    - ensure staff and volunteers have training for the safe handling of food
    - maintain cleanliness and hygiene of the kitchen and support spaces
    - produce checks on equipment
    - ensure safe working practices in the cafe
    - ensure any food allergens are identified and communicated to customers
- **Hirers:**
    - read and agree to the hiring conditions
    - have their own safety and safeguarding procedures
    - produce their own risk assessments
    - ensure they have received safety and security briefings
    - know who to contact in the case of emergencies
    - act responsibly, follow safety rules, and report concerns
    - ensure their own equipment is safe and properly tested
    - ensure an individual is responsible for health and safety at large events
- **Contractors:**
    - must have appropriate skills and insurances
    - produce relevant risk assessments and method statements
    - are briefed on general safety measures including on the presence of asbestos containing materials
- **Event Lead:**
    - Is a designated member of staff, or a representative of the hirer, with specific responsibility for health and safety at any large event
    - must produce an event-related risk assessment
    - must be aware of emergency procedures including evacuation and contacts for medical emergencies
    - monitors health and safety issues at the event.

3. Arrangements for Health and Safety

3.1. Risk Assessments

- MYCT regularly assesses risks for the building, grounds and activities and takes action
- We review risk assessments when working conditions or activities change
- Staff, workers, volunteers, and users help identify risks and solutions
- Updated assessments are stored in our online SharePoint system, and in hard copy in the MYCT office
- Our six-monthly reviewed Action Plan helps identify issues, solutions and priorities

3.2. Consultation

This policy has been developed and will be reviewed through:

- internal consultation with trustees, staff, workers and volunteers
- discussion with hirers
- guidance from the Health and Safety Executive (HSE) on content and format

3.3. Evacuation

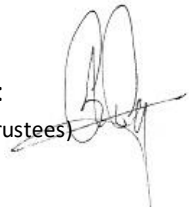
The building is used when occupied by staff and workers and 'out of hours' (when there are no MYCT representatives in the building). So:

- hirers and staff are briefed on evacuation procedures.
- escape routes are well signed and lit
- we work with hirers and users to ensure exit routes are kept clear at all times
- we ensure fire doors are operating properly and are not propped open
- our evacuation plans are tested from time to time and updated if necessary.
- notes in each room advise of:
    - Evacuation routes
    - Assembly points
    - Security measures
    - Emergency contacts

3.4. Training

MYCT ensures:

- appropriate facilities are provided for staff, workers and volunteers
- we make policy and give guidance on personal safety, including lone working
- staff, workers, volunteers and contractors are briefed ahead of any work (including working at height, asbestos awareness and electrical safety).
- personal protective equipment is provided
- hazardous equipment and substances are stored safely
- (with permission) staff are notified of any health issues in the team

Signed on behalf of MYCT:
Colin George (Deputy Chair of Trustees)  Date: 19.2.2026