

Zone Health and Wellbeing Hub
Charitable Incorporated Organisation (C/N 1210322)
Health & Safety Policy

1. Policy Statement

The Trustees of The Zone Health and Well-Being Hub are committed to ensuring the health, safety, and well-being of all visitors, volunteers, and community members who access the hub. The Zone operates from a former chapel with an adjoining garden, and the Trustees take full responsibility for ensuring it is maintained as a safe and welcoming environment. The organisation has no employees; therefore, all health and safety responsibilities rest with the Trustees.

2. Purpose

The purpose of this policy is to outline how the Trustees will manage and promote health and safety within The Zone, including the former chapel building, garden areas, and all related activities. This policy ensures compliance with relevant legislation and best practice for volunteer-led organisations.

3. Scope

This policy applies to all individuals accessing The Zone, including Trustees, volunteers, visitors, contractors, and community members attending activities or events within the former chapel or garden.

4. Responsibilities

As the organisation has no employees, the Trustees collectively hold full responsibility for health and safety management. This includes risk assessments, building checks, maintenance, incident reporting, and ensuring safe access to the premises.

4.1 Trustees are Responsible For

- Conducting and reviewing risk assessments
- Maintaining the former chapel building and garden in a safe condition
- Ensuring fire safety equipment is maintained
- Managing access to the building
- Ensuring volunteers understand safety guidance
- Keeping records of incidents, repairs, and inspections

4.2 Volunteers and Visitors

Volunteers and visitors using The Zone must follow safety instructions, report hazards to a Trustee, and use the space responsibly and respectfully.

5. The Building: Former Chapel Safety Considerations

Due to the age and structure of the building, the Trustees will pay particular attention to:

- Structural stability and regular inspections
- Electrical safety and certified installation
- Adequate heating, ventilation, and lighting
- Accessibility routes and limitations inherent to the historic structure
- Safe use of furniture and equipment
- Slip and trip hazards caused by uneven floors or steps

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and is located at The Zone, Main Rd, Downderry, Cornwall, PL11 3JZ

6. Garden Area Safety

The Trustees will ensure the garden area remains safe by:

- Maintaining pathways and removing trip hazards
- Managing plants, trees, and overgrowth
- Ensuring any tools or gardening equipment are stored safely
- Providing adequate lighting if accessed during darker hours
- Ensuring boundaries and gates are safe and secure

7. Fire Safety

Fire safety arrangements include:

- Maintaining clear emergency exits
- Displaying evacuation routes
- Annual checks of extinguishers
- Ensuring fire exits are accessible during all events
- Providing fire safety information to volunteers and visitors

8. First Aid

A well-stocked first-aid kit will be available inside the former chapel. Trustees will ensure it remains stocked and accessible. The nearest emergency services contact information will be displayed clearly.

9. Safeguarding Emotional Well-Being

The Zone promotes a supportive environment where all visitors feel safe and respected. Trustees will respond appropriately to signs of distress and offer information about relevant support services where suitable.

10. Incident Reporting

All accidents, near misses, and hazards must be reported to a Trustee. The Trustees will maintain an incident log and take action to reduce the likelihood of recurrence.

11. Risk Assessments

Risk assessments will be completed by Trustees for all activities, events, and use of the former chapel and garden. These will be reviewed annually or when activities or conditions change.

12. Review of Policy

This policy will be reviewed annually by the Trustees or sooner if required due to changes in legislation, incidents, or structural alterations to the former chapel or garden.

This Policy was reviewed and approved on 4/04/2026 Next Review date January 2027

Adrian Kemp MBE
Chair of Trustees
Zone Health and Wellbeing Hub

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