

WICKHAM COMMUNITY LAND TRUST

Health and Safety Policy

Approved: 8 Mar 2010

Last reviewed: July 2026

Next review: July 2027 and then annual with Health and Safety Board Role

Statement of Intent

The Trustees of Wickham Community Land Trust (WCLT) are committed to the safety of anyone affected by the Trust's activities. With fewer than five employees WCLT is not bound to have a written Health and Safety Policy but in carrying out that commitment the Trust recognises:

- that its members and any potential employees are responsible for taking care of their own health and safety when working at home and that of people with whom they work
- their legal duties to their charitable beneficiaries
- their legal duties to provide a safe working environment, safe work equipment and safe methods of work.

1. Housing Standards

The Trust will satisfy itself that:

- i) Any dwelling provided by WCLT is capable of providing adequate heating and insulation, with equipment and the fabric of the building in good repair
- ii) Electricity, gas and water supplies, and sanitation (drains, basins, sinks, baths and WCs) in good working order and inspected in accordance with current standards.
- iii)
- iv) Water heating equipment is in working order
- v) The property is free from damp, mould and is weather proof
- vi) Communal areas are maintained to avoid any health and safety risks.

2. Fire Safety

Risk assessments are carried out on flats as required under current standards. The Trust will satisfy itself that the homes are provided with:

- i) Adequate means of escape/fire egress windows
- ii) Smoke alarms, carbon monoxide and heat alarms where appropriate.

3. Equipment owned by WCLT for use in WCLT homes/loan to residents, e.g. dehumidifier, will be maintained in good working order and, where appropriate, PAT tested. Any loans and testing will be recorded appropriately.

4. Contractors used by WCLT directly will be asked to confirm that they hold public liability insurance and the relevant professional qualifications if they are visiting our tenants' property or working on WCLT owned land. Any Managing Agent employed by WCLT is also required to confirm this from their contractors.

5. Volunteer Trustees

WCLT's commitment extends to its volunteer trustees and guidance is in place regarding

- i) volunteer safety when visiting homes. Two volunteers to attend when necessary.
- ii) Application interviews are conducted on third party premises.



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- iii) Two or more trustees to be present during application interviews
 - iv) A PO Box to be used as the correspondence address to protect as much as possible the home address of the trustee whose address is also WCLT's Registered Office
 - v) Training and information to be made available to trustees as appropriate
 - vi) Directors' and Officers' Liability Insurance to be maintained
 - vii) On building sites, ensure trustees are provided with hi-viz jackets and hard hats
 - viii) All incidents involving volunteers/trustees should be reported to the Health and Safety lead.
6. Health and Safety lead
Designated person to take responsibility for health and safety: David Thompson (role description below).
7. Accident Reporting
Any accidents or incidents on WCLT property should be reported to the Health and Safety lead who will record in the incident book if appropriate and report to the health and Safety Executive & Regulator if required and back to the Board.
8. This policy to be updated and revised:
- a) Should WCLT rent/acquire office premises
 - b) Should WCLT employ five or more personnel
 - c) Following changes to regulatory standards.

Related Policies

Repair and Maintenance Policy
Management of Risk Policy

Role description of Health and Safety Board Role



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