

Policy & Procedures: General Health & Safety

Policy Statement

Health and Safety is important part of our work. We aim to take all reasonable steps to ensure the safety of all the people we work with including members, other volunteers and the general public.

We are committed to making health and safety a priority and we will:

1. Ensure all our activities are as safe as reasonably possible.
2. Appoint a person to be responsible for health and safety at events.
3. Make it clear to all member, volunteers and others that health and safety is a responsibility of everyone, and any health and safety issues are reported immediately to an officer of the group (e.g. Chairman, Secretary, Treasurer, etc)
4. Make sure officers of the group committee members take action on any health and safety issues as soon as reasonably possible.
5. Ensure we discuss health and safety at every event planning activity
6. Check to verify that there is access to a first aid box, which is stocked and maintained at venues we use.
7. Any accidents are recorded in the accident book at venues we use.
8. Make sure any premises and buildings that we use are safe and accessible. Everyone should be aware of what to do in the event of a fire, and that as far as is possible we check that fire notices are in place and fire equipment is maintained.
9. Ensure any equipment that we own is in working order and safe to use, and solicit assurances that venue fixed and portable equipment complies to required standards (see HSE/indg236.pdf).
10. Ensure we have adequate and up to date **public liability insurance** for all activities we engage in.
11. Review this policy annually and take any action required to improve health and safety.

What can we do? Examples of what we can do:

- Ensure Risk Assessments are undertaken for all significant events that we undertake.
- Make sure everyone knows who and how to report health and safety issues.
- One of the biggest risks are slips, trip and falls, make sure there is nothing to fall over; steps and paths are clear and maintained; keep things tidy: there are no unsecured wires or obstacles to trip over.
- Train some of our members in health and safety and first aid.
- Record information (where appropriate) such as any medical conditions, prescribed medicines and emergency contact details for those involved in our activities.

Important Note: Children and Vulnerable Adults

This H&S Policy does not specifically cover children and young people or vulnerable adults. We have a separate policy for Child Protection.