

Swalcliffe Village Charity - Health and Safety Statement

1. Health and Safety at Work etc Act 1974

1.1 This is the Health and Safety Policy Statement of Swalcliffe Village Charity

Our statement of general policy is to:

- prevent accidents and cases of ill health by managing health and safety risks.
- provide clear instructions and information, and adequate training, to ensure trustees and volunteers are competent to do their work.
- engage and consult with volunteers on health and safety conditions.
- implement emergency procedures - in case significant incident.
- maintain safe and healthy working conditions.
- review and revise this policy as necessary at regular intervals.

2. Responsibilities

2.1 Overall and final responsibility for health and safety is that of the trustees. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

All trustees and volunteers must:

- co-operate to managers health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own health and safety; and
- report all health and safety concerns.

3. Health and safety risks arising from our work activities

3.1 Where it is felt that the Charity activities present justification for doing so, a risk assessment will be undertaken. The findings of the risk assessments will be reported to trustees. Action required to remove/control risks will be agreed and completed.

4. Expectation of volunteers

4.1 The trustees and volunteers will be expected report any risks from the following:

- any new measure which may substantially affect their health and safety.
- arrangements for getting competent people to satisfy health and safety requirements.

5. Safe equipment

5.1 Individual trustees or volunteers are considered to be sensible and competent; they will therefore have responsibility for identifying any equipment related to

their activities where risks might apply. Any problems found with equipment should be considered and addressed.

6. Safe use of VDU equipment

6.1 Trustees are required to use their own CDO equipment and are expected that any personal workstations are analysed and risks reduced including putting controls in place.

7. Manual handling

7.1 Manual handling may be required at events or venues under the control of the Charity. Trustees and volunteers should apply common sense and ensure that hazardous manual handling operations are avoided so far as is reasonably practicable. An assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided should be made by the trustee or volunteer and any risk of injury from those operations should be reduced so far as is reasonably practicable. Where possible, mechanical assistance, for example, a sack trolley or hoist should be used. Where these are not reasonably practicable changes to the task, the load and the working environment will be explored.

8. Competency for tasks and training

8.1 Trustees and volunteers are expected to have a high-degree of competence to manage risks on a discretionary basis. However, where they feel further guidance or training is needed this should be requested from the wider trustee Board and where necessary an external advisor.

9. Accidents, first aid and work-related ill health

9.1 Health surveillance is not required in relation to any tasks at the Charity. First aid box(es) will be made available as necessary at events and venues under the Charities control. Where necessary and specifically for any events appointed first aider(s) will be required. Where an accident occurs, this will be notified to the Chair, and reported on at the next trustee meeting with an appropriate minute.

10. Monitoring

10.1 Trustees and volunteers are expected to monitor the adherence to this policy and actively assist in the management and control of health and safety risks. Where a risk assessment is felt to be necessary this will be completed using the template provided (Appendix A).

11. Emergency procedures – fire and evacuation

11.1 In the event that it becomes necessary due to the activity of the Charity, appropriate emergency procedures will be developed and explained.

Swalcliffe Village Charity – Template Risk Assessment

Description: *Describe nature of activity or event for which assessment is being completed.*

Who is at risk: *Detail who will potentially be at risk.*

Is a first aider needed Yes/No **Who will be the named lead in case of a risk event:**

Risk assessment completed by: **Date completed:**

<u>Hazard</u>	<u>Risk</u>	<u>Rating (L, M, H)</u>	<u>Mitigating action</u>	<u>Additional information</u>