

Small Groups Health and Safety Policy

General Statement of Intent

Our policy is to provide and maintain safe conditions, equipment and systems for all our staff, volunteers and service users, and to provide, where necessary, such information, training and supervision as is needed for this purpose.

The management committee of the association will be responsible for ensuring the health and safety of its staff, volunteers and service users. The policy will be kept up to date, particularly as the (name of group) changes in nature and size to ensure our responsibilities are met in relation to:

- Health and Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy will be reviewed each year.

In order to ensure and maintain health and safety systems the association will carry out the following (where possible):

- ✓ Assess the possible risks to volunteers and service users by carrying out risk assessments.
- ✓ Have written health and safety procedures.
- ✓ Ensure that the environment where activities are delivered have adequate heating, lighting and ventilation.
- ✓ Ensures safe and clear access to and from the building which will include fire exits.
- ✓ Regularly check the premises for possible dangers e.g. electrical equipment, hazardous substances.
- ✓ Ensure that all equipment owned by the association is suitable for its intended use and is properly maintained and used.
- ✓ Ensure that all volunteers and service users are aware of the fire procedure, location of alarms and fire equipment and that regular fire drills are carried out.
- ✓ Ensure that all volunteers and service users are aware of the procedure in case of accidents (a first aid box will be available at all times and an accident book kept).
- ✓ Prohibit smoking on the premises.
- ✓ Provide appropriate protective clothing [if required].
- ✓ Ensure that corridors, rooms and exits are kept clear and free of obstruction.

Responsibilities of the management committee, staff, volunteers

The Management Committee considers matters of health and safety as extremely important and all committee members, staff and volunteers will be expected to:

- ✓ Take reasonable care of their own health and safety and that of others around them.
- ✓ Co-operate with the association on matters of health and safety.
- ✓ Use equipment correctly and request or be willing to receive training if necessary.

- ✓ Provide guidance to service users [of the association] and act responsibly to ensure their health and safety

Service users

The management committee will ensure that service users are also made aware of their responsibilities and must:

- ✓ Agree to use the equipment in a safe manner with regard to the health and safety of those around them [or the management can ask them to leave etc].
- ✓ Report any issues they feel are a hazard to themselves or others to the management committee.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so the management committee, volunteers and service users must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and others.

Signed
Positiondate.....