

SlowTheFlow:Calderdale Health and Safety Policy

Introduction

The **Management Group** has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities, but day to day responsibility for ensuring this policy is put into practice is delegated to **Task Leaders**. It recognises that it is the duty of the **Management Group** and **volunteers** to uphold this policy and to provide the necessary funds and resources to put it into practice.

Management Group is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers ensuring that risks to **volunteers** are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the **Management Group** and reported at the Annual General Meeting.

1. Responsibilities

The **Management Group** member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is **The Policy Officer**.

All accidents or unsafe incidents will be investigated by the **Policy Officer** on behalf of the **Management Group** as soon as possible and then to be reported to the **Management Group** at the next meeting.

Task Leader is responsible for

- Assessing the risk to the health and safety of, **volunteers** and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging **volunteers** to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required;

2. **Volunteers' Responsibilities**

All **volunteers** will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the **Task Leader** or a member of the Management Group member at once.
- They record accidents or near misses at work in the accident book kept by the Event Team Leader
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it.

3. **Risk Assessments**

The responsible the **Policy Officer** will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- trip or event to organise
- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology

or any other reason which makes original assessment not valid.

4. **Training**

To comply with legislation and to promote the health, safety and welfare of **volunteers'** health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

5. Resolving health and safety problems

Any **volunteer** with a health and safety concern must first tell the responsible Event Team Leader.

If, after investigation, the problem is not corrected in a reasonable time, or the **Task Leader** decides that no action is required but the **volunteer** is not satisfied with this, the **volunteer** may then refer the matter to the **Management Group**. This must be in writing.

If the **volunteer** is still dissatisfied, the matter will be entered on the agenda for the next meeting of the **Management Group**.

Signature of chair:

Date of signature/ratification of policy (or what date was this policy adopted by the committee)

Date that next review is due:

Date policy reviewed: