

# Health and Safety Policy

## Introduction

The Trustees of Slow the Flow have 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 the Task Officer. The Task Officer is a Trustee who has responsibility for any given activity or event. The Policy recognises that it is the duty of the Trustees and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Trustees are 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 always minimised.

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

This policy will be reviewed annually by the Trustees and reported at the Annual General Meeting.

### 1. Responsibilities

The Trustees are responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary. All accidents, or unsafe incidents, will be investigated by one of the Trustees as soon as possible and then to be reported to the Trustees at the next meeting.

Some of our work is supervised by others, for example the National Trust, and in these cases the supervising organisation will carry the responsibility for the development of a Safe System of Work and Slow the Flow will have the responsibilities of a volunteer as outlined below.

#### a. Task Officer 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 for any given activity or event
- Ensuring that venues, or vehicles used for trips, are safe and without risk to health including safe ways of entering and leaving for any given activity or event
- Ensuring that equipment is safe and well maintained for any given activity or event
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required for any given activity or event
- Encouraging volunteers to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation for any given activity or event
- Recording accidents or near misses in the accident book for any given activity or event
- Establishing emergency procedures as required for any given activity or event

#### b. 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 Officer or a Trustee at once.
- 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 to The Task Officer
- They have responsibility for all minors they bring to an event or activity

## 2. Risk Assessments

The responsible Task 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

## 3. 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

## 4. Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the responsible Task Officer. If, after investigation, the problem is not corrected in a reasonable time, or the Task Officer decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Trustees via the Secretary. This must be in writing to [secretary@slowtheflow.net](mailto:secretary@slowtheflow.net)

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

Signature of chair:

*S, Mullen*

Date of signature: 8<sup>th</sup> May 2021

Date of review: 8<sup>th</sup> May 2021

Date of next policy review: 8<sup>th</sup> May 2022