

# Health and safety policy

This is the statement of general policy and arrangements for:



Overall and final responsibility for health and safety is that of:

Volunteers

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Volunteers

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of ill health and provide adequate control of health and safety risks arising from work activities	Volunteers	All work activities should be risk assessed prior to any work taking place.
To provide adequate training to ensure employees are competent to do their work	Volunteers and Committee	For all work activities, volunteers should be competent to do the work. Competence can be with formal training or having sufficient experience to do the work. Where necessary training should be arranged by the group committee.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Volunteers	Risk assessment should identify any specific situations where emergency action may be needed, and what actions to be taken. For meeting in various premises the local fire and emergency procedures should be understood and followed.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Volunteers	Any machinery used to do volunteer work is the responsibility of the owner / user. Machinery should be regularly checked and maintained and substances stored in appropriate places. Specific health and safety advice pertaining to the use of these substances e.g. petrol / oil should be understood and followed.
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Volunteers who are Health Walk Leaders and Suffolk Walking Festival Walk Leaders should be suitably trained and have passed any assessed course provided by the organisers (Suffolk County Council and Babergh District Council). Relevant procedures should be followed and paperwork and audit trails kept as required. Risk assessments of organised walks should be completed in a timely manner ahead of the events.	

Signed: Shotley Open Spaces Chairman	Gary Richens	Date:	7 April 2019	
Subject to review, monitoring and revision by: Chairman	Gary Richens	Every:	Twelve	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

