



Health and Safety Policy

A paper copy of this Health and Safety Policy will be kept in a file in the Hub Office with other [Your Friends Group] policies and documents, and electronic copies will be kept on a computer in the Hub Office, so they can be accessed by any member who needs them.

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1. The Purpose of this Policy

[Your Friends Group] aims to maintain a safe environment for everyone taking part in collective activities and will encourage an atmosphere where everyone works together to ensure that everything has been done to prevent avoidable accidents and protect people from getting hurt.

This policy sets out the procedures by which [Your Friends Group] will do its best to ensure everyone's Health and Safety when taking part in specific and relevant [Your Friends Group] activities.

2. Responsibilities

2.1 [Your Friends Group] Officers

Overall and final responsibility for Health and Safety lies with the [Your Friends Group] Officers, who must

- ensure that [Your Friends Group] has adequate cover under Public Liability insurance
- ensure that appropriate information and/or training is available to members taking on responsibilities to foster the awareness of health, safety and welfare issues.

2.2 Members Responsible for organising specific Activities

Overall responsibility for Health and Safety of a specific and relevant [Your Friends Group] Activity lies with the Member organising it, who must

- ensure that Risk Assessments and other appropriate procedures have been carried out before the Activity starts
- ensure that the Activity is carried out according to appropriate procedures
- ensure that appropriate records are completed and stored so they can be referred to in future

2.3 Members taking part in Activities

All Members taking part in Activities must

- take reasonable care of themselves and others
- report any hazard or unsafe practices to the Member responsible for the Activity

3. General Arrangements

3.1 Risk Assessment

- will be carried out for specific [Your Friends Group] activities where necessary; this includes activities like workdays or public events, but not meetings.
- generic risk assessments will be created for each particular kind of activity and made available for the organiser of a specific activity
- for each significant new event/activity a separate risk assessment will be done, recorded and stored for future reference
- risk assessments will be reviewed annually

3.2 Accidents

- The person responsible for taking charge in an emergency during a [Your Friends Group] activity is the person organising the activity
- Appropriate First Aid training will be signposted to active Members where possible. We will aim to have a trained First Aider present during activities where this is appropriate. First Aiders will undertake regular refresher training
- First Aid boxes are available in the Office (including a small kit suitable for Activities) and the Cafe. Additional trained First Aiders may also be available in the.
- Should any accident occur, the [Your Friends Group] Accident Record Book should be completed by the person responsible for the activity

4. Tools and other Equipment and Materials

4.1 Storage

- All Tools etc belonging to [Your Friends Group] will be stored securely (currently in Hub Plant Room and [Your Friends Group] Storage Container in Freedom Road). Tools can be accessed by delegated reps using keys available in the office.
- Whoever has taken the tools out is responsible for their safe use and return. If tools are lost or damaged, this must be reported to an Officer

4.2 Safe Use

- The organiser of any [Your Friends Group] Activity is responsible for checking that [Your Friends Group] tools and equipment are safe to use and are used and returned correctly.
- The organiser of a [Your Friends Group] Activity is not responsible for personal tools etc. used by any Member as part of that activity.

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