



## Long Eaton Settlers Legacy Association

### Health and Safety Policy

#### Statement of Intent

♦ The policy of **Long Eaton Settlers Legacy Association (LES�A)** is to provide and maintain safe and healthy working conditions and environment for all our members, volunteers, and any other users as applicable, plus any other people who are directly affected by our activities, such as members of the public at our events.

#### Responsibility

♦ Overall and final responsibility for health and safety at all events and activities organised by **LES�A** lies with the Management Committee. This responsibility will be delegated to a named volunteer for each event or activity.

This volunteer will be responsible for ensuring that this policy is upheld.

♦ For our monthly management committee meetings the responsible person is the Secretary.

♦ For all other events the responsible person will be named in advance, and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

#### General Arrangements

♦ The main activity of **LES�A** is to organise social activities and support for the Windrush Generation and their descendants and the wider community as applicable. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event including equipment, venue, volunteers and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

♦ **LESLA** may also run regular events at the same venue or using the same equipment, such as our monthly committee meetings. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.

♦ We will have a trained first aider present at all events which are open to the public.

♦ We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.

♦ All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.

♦ No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished, and the last attendees have left.

## **Review**

The management committee will review the policy annually, with the next review scheduled for **October 2025**.