



Health and Safety Policy

General Statement of Intent

Our policy is to provide and maintain safe conditions, equipment and systems for all our volunteers and service users, and to provide, where necessary, such information, training and supervision as is needed for this purpose.

The Management Committee will be responsible for ensuring the health and safety of its volunteers and service users. The policy will be kept up to date, particularly as Friends of Rhyddings Park changes in nature and size to ensure our responsibilities are met in relation to:

- Health and Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy will be reviewed annually.

In order to ensure and maintain health and safety systems, the Charity will carry out the following (where possible):

- Assess the possible risks to volunteers and service users by carrying out risk assessments.
- Have written health and safety procedures.
- Ensure that the environment where non-practical based activities are delivered have adequate heating, lighting, ventilation and fire exits. (trying to distinguish between "office & meeting environment and practical events)
- Regularly check for possible dangers e.g. electrical equipment, hazardous substances.
- Ensure that all equipment owned by the Charity is suitable for its intended use and is properly maintained and used.
- Ensure that all volunteers and service users are aware of the fire procedure, location of alarms and fire equipment and that regular fire drills are carried out.
- Ensure that all volunteers and service users are aware of the procedure in case of accidents (a first aid box will be available at all times and an accident book kept).
- Provide appropriate protective clothing (where required).

Responsibilities of the Management Committee and Volunteers

The Management Committee considers matters of health and safety as extremely important. All Committee Members and volunteers will be expected to:

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with the Charity on matters of health and safety.
- Use equipment correctly and request, or be willing to receive training if necessary.
- Provide guidance to service users and act responsibly to ensure their health and safety

Service users

The Management Committee will ensure that service users are also made aware of their



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responsibilities and must:

- Agree to use the equipment in a safe manner with regard to the health and safety of those around them. Management Committee reserve the right to ask those not complying to leave.
- Report any issues they feel are a hazard to themselves or others to the Management Committee.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so the Management Committee, volunteers and service users must constantly be mindful of their duty of care and responsibilities individually and collectively for the safety of themselves and others.

On behalf of Friends of Rhyddings Park

Name: Ann Warrington
Position: Chairman
Date: 1st February 2018