

Basford Culture Centre Health and Safety policy

Statement of intent

The policy of the Basford Culture Centre Management Committee is to provide and maintain safe and healthy working conditions and environment for all our volunteers, worshippers and service users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the Basford Culture Centre Management Committee 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.
2. For our Trustees meetings, the responsible person is the Chair of the Management Committee.
3. 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 Basford Culture Centre is to Lead congregational daily prayers, provide food for the needy, promote health, education and provide support for the local community residing in Basford and its surrounding areas. 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; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities. We will use templates provided by Health and Safety Executive: <http://records.hse.gov.uk/connect.ti/officeriskassess/view?objectId=27251>

1. The management committee may also run regular events at the same venue or using the same equipment, such as our 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.
2. We will have a trained first aider present at all events which are open to the public.
3. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
4. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
5. 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.
6. Basford Culture Centre will hold Public Liability Insurance.

Review

This policy will be reviewed every year in accordance with guidance from the Health and Safety Executive

Date.....

Signature (Chair).....

Signature (Secretary).....