**The Isleworth Society Health and Safety policy**

**Aims**

1. The policy of the Isleworth Society is to provide and maintain safe and healthy conditions and environment for all our volunteers plus any other people who are directly affected by our activities, such as members of the public attending our events.

**Responsibility**

1. Overall and final responsibility for health and safety at all events and activities organised by The Isleworth Society lies with the management committee. This responsibility will be delegated to a named volunteer for each event or activity.
2. For all 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**

1. A risk assessment will be carried out before every 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.
2. We will aim to have a trained first aider present at all large events which are open to the public.
3. We will make sure all volunteers at events and activities are aware of the location of fire exits.
4. All volunteers will be made aware of the precautions they need to take as noted on the relevant risk assessment.
5. No volunteer will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished and the last attendees have left.
6. The Isleworth Society will hold Public Liability Insurance

**Adopted: September 2018**