

## **Statement of intent**

1. The policy of CYCALL is to provide and maintain safe and healthy working conditions, equipment and environment for all our volunteers 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 CYCALL lies with The Board of Trustees. 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 Trustee Board Meetings the named person with overall responsibility is Mr Rob Walters.
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**

1. The main activity of the CYCALL is to organise adapted cycling sessions. 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.
2. CYCALL may also run regular events at the same venue or using the same equipment, such as our Trustee and General 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.
3. We will have a trained first aider present at all events which are open to the public.

4. We will make sure all volunteers at indoor activities are aware of the location of fire exits.
5. All volunteers will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. 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.
7. CYCALL will hold Public Liability Insurance

## Review

# Change Record

Date of Change:	Changed By:	Comments:
May 2019		Policy written and approved by Directors
May 2020	MW	Policy reviewed and updated by Trustees
Feb 2021	Trustees	Reviewed

This policy will be reviewed annually.