

**Rudheath and Witton Together
Health & Safety Policy**

**Statement of intent**

**Rudheath and Witton Together (RWT)** recognises the responsibility it has to its employees/volunteers under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

This policy applies to all staff and volunteers**/** partnership members**,** plus any other people who are directly affected by our activities, such as members of the public at our events.

This policy will be reviewed annually. However as this policy is a working document, any areas identified in need of change should be noted and the policy should be reviewed at the first available opportunity.

**General Statement**

It is the declared and committed policy RWT to be concerned for and attentive to, the needs and expectations of its volunteers in respect of health and safety at their place of work (this includes working out of the office), so far as is reasonably practicable.

**RWT staff are expected to consider both the RWT H&S policy and also the policy of their individual employers.**

RWT areresponsible for ensuring that they:
 • Provide a suitable and acceptable environment in which to work/volunteer

• Provide and maintain a safe and healthy working environment.

• Set and maintain appropriate standards of safety, health and cleanliness.

• Carry our regular health and safety risk assessments.

• Ensure that staff/volunteers are made aware of the RWT Health and Safety procedures.

**Responsibilities of staff and volunteers**

Staff/Volunteers must take all reasonable care for their own individual health and safety, and be concerned for any other persons who may be affected by their own acts or omissions.

In particular, staff/volunteers have a responsibility to:

# • Know, or seek explanation of, and observe the RWT Health and Safety Policy.

# • Conduct themselves as to promote and maintain a safe, healthy, clean and tidy environment in the best interests of all concerned.

# • Ensure that floor space, passage ways and stairs are kept tidy and are not subject to any dangerous obstructions.

# • Report any incidents, situations or any safety hazard which may lead to injury or damage.

**Training**

All staff/volunteers will be given suitable training in the steps required to ensure safe working. Upon appointment, new staff/volunteers will undergo a safety induction briefing.

**Events and Activities**

1. Overall and final responsibility for health and safety at all events and activities organised by RWT lies with the Partnership. This responsibility will be delegated to a staff member for each event or activity. The member of staff will be responsible for ensuring that this policy is upheld.
2. For our partnership meetings the responsible person/s is a member of staff.
3. For all other events the responsible person will again be a staffed member but 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 RWT is to organise social activities and support for the Rudheath & Witton Community.  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, including transmission of Covid-19. These risk assessments will need to be signed off by Groundwork as LTO.
2. For regular activities at the same venue or using the same equipment, such as our partnership meetings, 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 or more often if necessary due to Covid-19.
3. We will have a trained first aider present at all activities and small events. Where there are larger public events of people 500+ we will employ a first aid provider to cover the event.
4. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
5. All volunteers and staff 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. RWT will have Public Liability Insurance provided by Groundwork/ appropriate organisation.

**Risk assessments**

Risk assessments shall be carried out at all RWT premises in order to identify hazards, determine risks, and put in place any necessary preventative measures. These will all now include risk assessments relating to transmission of Covid-19.

Risk assessments will be conducted by the Competent Person, in consultation with the appropriate staff member(s)/volunteers.

Risk assessments shall be recorded in writing, and be subject to an annual review. If circumstances change (for example new offices) it may be necessary to undertake an earlier review.

These will be considered in line with any other appropriate risk assessments – such as Rudheath Parish Council for The Venue.

**Concerns over safety**

All employees/volunteers of RWT have the right and responsibility to raise any matters concerning health and safety with the appropriate responsible person.

Any staff/volunteer, who considers that a health and safety issue has not been dealt with satisfactorily, may discuss the matter with their supervisor/ RWT staff member, with a view to pursuing the matter either informally, or through the problem solving procedure.

**Hazards**

Staff/volunteers are requested to advise RWT staff of any malfunction or signs of wear and tear which are dangerous, in respect of any electrical appliances or other equipment situated in the premises, whether at RWT office or another location.

Employees/volunteers are instructed to ensure that all electrical equipment is switched off and left in a safe condition after use.

The RWT staff will ensure that all RWT electrical equipment is subject to annual safety testing where appropriate.

**Emergency procedures**

Procedures will be established by the RWT staff/ group leaders for the emergency evacuation of the venue in line with the building procedures.

All employees, volunteers, and sub-contractors working on RWT premises will be informed of the procedures and notices will be displayed prominently to advise visitors of the procedures.

Employees/volunteers should be familiarised with the site and operating instructions of any fire extinguishers situated on RWT premises.

RWT uses The Venue for many of their activities – the responsible people are Rudheath Parish Council. The fire marshal at the site is Jeanette Catterall (Little Owls Pre-School).

**Accidents**

Serious accidents shall be reported immediately to RWT staff or the most senior person available at the time and to the RWT staff as soon as practicable.

 Where necessary, an ambulance shall be called or other transport provided to take the injured person to the nearest Hospital Accident / Casualty Department.

Equipment that might have contributed to the accident should be isolated and any obstructions removed.

All serious accidents will be investigated thoroughly by the RWT staff and reported to the lease holder of the venue.

All minor accidents shall be reported to the staff/volunteers’ line manager, and first aid provided if appropriate.

All accidents (major or minor) must be recorded in the Accident Book. The location of the accident book will be made known to all staff and volunteers (RWT Office).

In the event of any accident near misses the staff member/volunteer should report the incident to the RWT staff, who will record the incident.

**First Aid**

Where possible, a member of staff/volunteer shall undergo first aid training and will be appointed the office First Aider.

RWT premises shall have a First Aid Box. Which is located in the RWT office or The Venue kitchen.

All staff/volunteers will be informed of the location of the first aid box.

RWT Staff (or First Aider if there is one) will ensure that the contents of the First Aid Box are kept in good condition and any item used is replaced as soon as possible.

A leaflet giving general First Aid guidance will be available inside the First Aid Box.

First aid is for minor or temporary treatment only.

No member of staff/volunteer should give first aid treatment unless trained to do so.

Agreed by RWT Partnership date:

Review date:

This policy should be read in conjunction with the following:

Risk Assessments

Lone Working Policy