

This is a model policy. Any organisation using this document should amend it to meet its own specific needs. The areas highlighted in teal need specific attention.

## Health and Safety Policy

|  |  |
|--|--|
| Name of Organisation   |  |
| Address  |  |
| Telephone  |  |
| Email address  |  |
| Date Policy Agreed   |  |
| Date of Next Review  |  |
| Signature  |  |
| Name and Contact of Organisation Health and Safety Officer (if applicable) |  |
| First Aid Box is located   |  |
| Qualified First Aiders (if applicable)                                     |  |
| Emergency Contact  |  |

## Health and Safety Policy Statement

(Name or Organisation) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and any other visitors to its activities, under the Health and Safety at Work Act 1974 and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations 1998

## Health and Safety Policy

To support our Health and Safety Policy Statement we are committed to the following duties:

- Provide adequate activity/session conditions with proper facilities to safeguard the health and safety of everyone involved and to ensure that any activity which is undertaken takes all reasonably practicable steps to prevent unnecessary risk to health or safety.
- Appoint a competent organisation member (where appropriate) to assist with health and safety responsibilities, providing information and training as required.
- Undertake regular, recorded risk assessments of all activities undertaken, and premises and equipment used by the organisation, and create a safe environment by putting health and safety measures in place as identified by the assessment.

- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Ensure that all members are aware of, understand and follow the organisations health and safety policy so as not to endanger themselves or others, including when using equipment and with regard to fire evacuation procedures.
- Ensure that all members know how and to whom they should report any concerns, hazards or incidents to.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Maintain safe arrangements for the use, handling, storage and transport of equipment and substances.
- Where appropriate provide access to adequate first aid facilities, telephone and qualified first aider at all times.

As a member of the organisation you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Cooperate with the organisation on health and safety issues.
- Correctly use all equipment provided by the organisation.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Report at the earliest opportunity injuries, accidents or dangerous occurrences, including those involving the public and participants in activities organised by the organisation.
- Familiarise yourself with the fire procedures for any building that the organisation uses.

This is an example risk assessment template for your information and does not need to be completed for the grants process

## Risk Assessment Template

|                             |  |
|-----------------------------|--|
| Name of Organisation        |  |
| Assessment Carried Out By   |  |
| Date Assessment Carried Out |  |
| Date of Next Review         |  |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done (Date) |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|-------------|
|                       |                              |  |   |                                    |                               |             |
|                       |                              |  |   |                                    |                               |             |
|                       |                              |  |   |                                    |                               |             |
|                       |                              |  |   |                                    |                               |             |
|                       |                              |  |   |                                    |                               |             |
|                       |                              |  |   |                                    |                               |             |
|                       |                              |  |   |                                    |                               |             |

More information on managing risk is available at: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)