

HARBERTON CHURCH COMMUNITY FUND

HEALTH AND SAFETY POLICY

EVENTS

Our Health and Safety Policy is informed by the principles of common sense, simple procedures, good communication and an individual sense of responsibility.

We will provide and maintain conditions and equipment for all volunteers, contractors and visitors that are safe, healthy and comply with statutory requirements and codes of practice.

Individuals are required to take reasonable care of their own well being and that of all other volunteers. Any health and safety policies and procedures in force at venues should be available for volunteers.

Details of our Health and Safety policy are as follows:

Policy statement:

The trustees of the Harberton Church Community Fund recognise our duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy environment at all events. Our volunteers are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

In order that the Harberton Church Community Fund can achieve its objectives, and ensure its volunteers recognise their duties under health and safety legislation whilst at an event, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our volunteers are informed of their obligations to ensure they adhere to safe practices.

Our Commitment:

We recognise, so far as is reasonably practicable, the duty to ensure the following:

- To provide and maintain a healthy and safe environment at all events.
- To ensure that hazards are identified and assessments of risks are undertaken prior to an event.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.
- To provide information, instruction and training as is necessary to ensure volunteers and others are assured of a safe and healthy environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice at all events.
- To ensure we are taking the appropriate protective and preventative measures.
- At the start of each event all members of staff and any contractors should be informed of the fire procedures and location of first aid box. All volunteers must ensure that fire exits are kept unlocked and free from obstruction.
- *At each event there should be a volunteer who is trained in first aid. Prior to the event the venue's first aider should be identified.*
- All gangways, corridors, thoroughfares must be always kept clear and free from obstruction. Worn or damaged floors or coverings must be reported immediately.
- Care should be taken when unloading vehicles and moving equipment to avoid injury to oneself or others either by overloading or by carrying unsafe loads.
- Care must be taken when using electrical equipment. Trailing wires must be securely fixed so as not to cause injury or danger to persons and property.
- Preparation and serving food at events is supervised by Annie Williams and Sue Mahon, who both hold the Level 2 Food Hygiene Certificate. More detailed help and advice is available from www.food.gov.uk/print/pdf/node/1087

NOTE

This policy relates to events run by HCCF and not other activities that HCCF gets involved with, such as maintenance at St Andrew's (covered by the church's H&S Policy), preparation of food in our own homes, and marketing and communications work.

Agreed by HCCF trustees 20 July 2022
Review date July 2023