



Health and Safety Policy

General statement of purpose

Friends of Eaton Park will provide and maintain safe and healthy working conditions and environment for all volunteers, employees and members of the public.

We will provide information and informal training to volunteers and freelancers, and encourage awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below.

This policy and the way in which it operates will be reviewed bi-annually by the management committee.

Responsibilities

1. Committee

1.1 Friends of Eaton Park management committee holds overall responsibility for the health and safety of all activities the group runs. They may choose to delegate this responsibility to a designated safety officer on the committee.

1.2 The management committee is responsible for ensuring that the group has adequate Public Liability insurance.

1.3 All members of the committee are responsible for health and safety within their area of work. She / he will put right hazards or unsafe work practices as soon as they notice them. If a hazard cannot be put right, it should be reported to the management committee and the piece of equipment or activity should be closed until it is safe.

1.4 The committee will delegate health and safety responsibilities for each activity they run to the leader of that particular activity.

1.5 The activity leader will be responsible for completing a risk assessment before each activity and ensuring the identified mitigating actions are implemented. This might be a verbal risk assessment, or for more complicated tasks, the Risk Assessment Form in appendix 1 will be used.

General arrangements

2. Accidents

2.1 We will use the risk assessment process to decide whether we need a first aider on site for our activities. We bring in St Johns Ambulance if we do not have a trained first aider available from within the group.

2.2 The committee is responsible for maintaining the first aid box and accident book (which is held in the FOEP Policies Folder). The activity leaders are responsible for checking these are complete before any activity.

2.3 The committee is responsible for reporting significant accidents or diseases notifiable under RIDDOR to Norwich City Council.

Equipment and Machinery

3. Equipment and dangerous substances

3.1 The activity leader is responsible for ensuring that volunteers know how to use equipment correctly.

3.2 FOEP does not use or store any notifiable Major Hazard substances.

Contacts:

Chair, Friends of Eaton Park:

Home number: Mobile:

Email address:

Policy review

This policy and procedures will be reviewed every three years and signed and dated by a member of the FOEP committee.

Policy adopted on:

Signed (on behalf of the committee):

Last reviewed on:

Signed (on behalf of the committee):

Appendix 1: Risk Assessment

Friends of Eaton Park Risk Assessment Form	
<p>Impact is what the consequence would be; Likelihood is whether it is likely to occur. <i>Very Low = 1; Low = 2; Medium = 3; High = 4; Very High = 5</i></p>	<p>To get the risk score, multiply Impact x Likelihood. <i>1 – 5 = Low; 6 – 12 = Medium; 13 – 25 = High</i></p>

ACTIVITY/HAZARDS “There is a risk that...”	Impact	Likelihood	Risk Score	PREVENTATIVE MEASURES	ACTION BY
<i>There is a risk that <who> will be harmed because of <hazard></i>	<i>1 – 5</i>	<i>1 – 5</i>	<i>I x L</i>	<ul style="list-style-type: none"> • <i><Action> which will reduce the <impact / likelihood></i> 	<i><Name></i>
Prepared by:	Date:		Distribution: All committee members, activity leaders		