



Health and Safety Policy **Donisthorpe Community Interest Company**

Donisthorpe Community Interest Company is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers and visitors. To provide and maintain healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

It is the general policy of Donisthorpe Community Interest Company to provide adequate control of the health and safety risks arising from our activities:

- Provide, maintain and oversee safe and healthy working conditions,
- Provide and maintain equipment and systems of work for all our volunteers.
- Providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- Consult with volunteers affecting their health and safety
- We will provide such information, training and supervision as is needed for this purpose.
- Ensure information, support and guidance is provided on the safe handling and use of substances in line with COSHH regulations.
- Ensure that all volunteers are competent to do their tasks and to give them adequate training, instruction and supervision.
- This policy will be reviewed and revised as necessary.

Donisthorpe Community Interest Company Directors/Management Committee

The Directors/Management Committee is ultimately responsible for the Health and Safety policy and practice of Donisthorpe Community Interest Company. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Volunteers/Visitors

All volunteers and visitors have an obligation to take reasonable care for their own health and safety, for that of others, and to co-operate with Donisthorpe Community Interest Company with respect to health and safety matters. They are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) or any health and safety concerns to the lead volunteer.
- Take reasonable care of their own and others' health and safety following instructions, written, or verbally given.
- Be sensibly and safely dressed for their particular task, location and conditions.
- Use appropriately and effectively all equipment and safety equipment that may be provided in accordance with training and instructions.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into Donisthorpe Community Interest Company, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedure.
- Co-operate with the committee on health and safety matters.

Although overall and final responsibility for health and safety at all events and activities organised by Donisthorpe Community Interest Company lies with the Directors/Management committee, 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.

Day to day responsibility for ensuring this policy is put into practice at Donisthorpe Community Interest Company is delegated to the Lead Volunteer on any given session.

Procedures and Guidelines

Whilst the Donisthorpe Community Interest Company Directors/Committee has overall responsibility for Health and Safety, the volunteers are responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Ensure volunteers are adequately trained and supported in first aid and fire safety to carry out their roles
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Directors/Committee
- Ensuring that Health and Safety information is included in new volunteer inductions
- Ensure that all volunteers/visitors receive information about Fire regulations

Insurance

The group has appropriate insurance for its needs.

Risk Assessment

All Donisthorpe Community Interest Company activities are risk assessed to ensure that all necessary measures are put in place to safeguard volunteers and the public. All risk assessments are carried out by a minimum of two volunteers (including the volunteer supervising activity/event) and kept in the health and Safety File being regularly reviewed and updated.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Information and emergency contact details for volunteers
- Regular checking of all equipment
- Appropriate insurance
- Risk assessments of each activity will be carried out by the volunteer who is arranging that activity. That volunteer is responsible for liaising with the Lead Volunteer in charge to ensure hazards are dealt with as outlined in the risk assessment.

One Off Events/Fundraisers.

Although overall and final responsibility for health and safety at all events and activities organised by Donisthorpe Community Interest Company lies with the Directors/Management committee, this responsibility will be delegated to a named volunteer for each event or fundraiser. This volunteer will be responsible for ensuring that this policy is upheld. A risk assessment will be carried out before every one off event by a minimum of two volunteers (including volunteer supervising activity/event) and kept in the health and Safety File. The supervising volunteer 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.

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 minimize hazards at all events and activities by:

- All volunteers will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- Donisthorpe Community Interest Company will hold Public Liability Insurance

Review

This policy will be reviewed every year

Date.....

Signature (Chair).....

Signature (Secretary).....