**Example health and safety policy**

*NOTES: This Policy is a generic document covering most aspects of the Equality Act requirements as they apply to non-statutory bodies.*

*To make it fit for purpose you will need to review it, thinking about the types of activities and people your organisation engages with, and the most appropriate way for your organisation to address any issues that arise.*

**Introduction**

This policy is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users and any other people who are directly affected by our activities, such as members of the public at our events.

The (Group name) Management Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Management Committee is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the management committee.

**Responsibilities:**

* Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
* Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
* Ensuring that equipment is safe and well maintained;
* Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
* Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
* Establishing emergency procedures as required;

**Risk Assessments**

The responsible committee member will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

* trip or event to organise
* change in legislation
* change of premises
* significant change in work carried out
* transfer to new technology

or any other reason which makes original assessment not valid.

Signature of chair:

Date of signature/ratification of policy (or what date was this policy adopted by the committee)

Date that next review is due:

Date policy reviewed: