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Pride In Linthwaite CIC

Health and Safety Policy

Statement of intent

Pride in Linthwaite CIC (hereafter referred to as 'PIL') has adopted this Health and Safety policy, and adopted voluntary guidelines to protect our volunteers, and afford them the same protection as employees, and to conform to best practice.

Responsibilities

Volunteers have a duty of responsibility to familiarise themselves with health and safety policies and risk assessments and follow the recommendations, inform PIL of any health or physical circumstances, use provided equipment/PPE, co-operate with organisers on health and safety matters, take reasonable care of their own health and safety, and report all health and safety concerns to the named health and safety representatives.

Ultimate responsibility for health and safety of volunteers falls on the named health and safety representatives.

As recommended by the Health and Safety at Work etc Act 1974 (HSW Act).

PIL will, so far as is reasonably practicable, provide:

- Safe equipment.
- Safe substances.
- Necessary information, instruction, supervision and training.
- A safe and healthy workplace.
- A safe and healthy working environment.

We will do this, by:

- Carrying out risk assessments of activities and workplaces.
- Follow the "prevention principles" for removing or controlling risks
- Having effective health and safety arrangements in place for managing health and safety (including emergency arrangements) and signposting to competent health and safety advice.
- Taking a worker's capabilities into account when assigning roles, as far as we have been aware of circumstances.
- Co-operate and co-ordinate health and safety with other agencies, e.g. on shared premises.

PIL will, at all times, display the poster "Health and safety law: What you should know" in the office and bring it to employees' attention, by pinning a copy to Facebook pages, and providing copies of this guidance at organised activities, by offering each of the volunteers an individual leaflet (from HSE) that contains the same information.

PIL will regularly (at least annually) consult with their volunteers on health and safety matters and have named Health and Safety representatives and contact details displayed.



The regulations require that PIL provides first-aid kits, other equipment and trained first aiders or appointed people for any organised activities.

Our legal obligations are:

- Responsibilities
- Risk assessment
- Consultation with employees
- Safe plant and equipment
- Safe handling and use of substances
- Information, instruction and supervision
- Competency for tasks and training
- Accidents, first aid and work-related ill-health
- Monitoring
- Emergency procedures – fire and evacuation.

The day to day management of health and safety should be based on undertaking risk assessments of all potential hazards within an organisation:

- Information, instruction, supervision and training
- Accidents, sickness absence and returning to volunteering
- Driving and transport
- Fire safety
- Fundraising
- Hazardous substances
- Lone working
- Moving and handling
- Volunteering-related stress
- Violence at work
- Work equipment (including electrical, lifting and display screen equipment)
- The workplace.

Arrangements

This policy, and associated risk assessments, will be reviewed, as needed and, at least annually, by consultation with the PIL Committee.

References

“Charity and voluntary workers - a guide to health and safety at work”. www.hsebooks.com

“An Introduction to Health and Safety - health and safety in small businesses”. www.hse.gov.uk/pubns/indg259.pdf