



POCKTHORPE  
COMMUNITY GROUP 

## **Health and Safety Policy**

### **General statement of purpose**

The policy of the Pockthorpe Community Group is to provide and maintain safe and healthy working conditions and environment for all volunteers, employees and members of the public.

We shall provide all necessary information and training to volunteers and staff and maintain a programme to foster the 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 annually by the management committee.

### **Responsibilities of Executive Committee**

The Pockthorpe Community Group hold overall responsibility for the health and safety of all activities the group runs.

The Group may delegate this responsibility to a designated safety officer on the committee.

The executive committee is responsible for ensuring that the group has adequate cover under the Employers Liability Act 1969 (if applicable) and Public Liability insurance.

All members of the committee are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it. 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 to re-use or resume.

The committee may delegate health and safety responsibilities for each activity they run to the leader of that particular activity. The activity leader will be responsible for completing a risk assessment (appendix 1) before each activity and ensuring the identified mitigating actions are implemented.

## **General Arrangements/Accidents**

A trained first aider will be on duty for all public events. Two or more volunteers will be trained as first aiders and undertake regular refresher training.

The committee is responsible for maintaining the first aid box and accident books. The activity leaders are responsible for checking these before any activity.

The committee is responsible for reporting incidents and diseases notifiable under RIDDOR to Norwich City Council.

## **Equipment/Machinery/Dangerous Substances**

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

The committee is responsible for carrying out a COSHH (control of substances hazardous to health) assessment of all substances in use or stored by the group and for ensuring that all volunteers are fully aware of listed substances. The COSH assessment will be undertaken by someone holding a PA1/PA6 certificate. The group does not use or store any notifiable Major Hazard substances.

The committee should maintain full details of the usage, storage, disposal, composition of, hazards and first aid measures relevant to dangerous substances.

## **Contact Details for Safety Officer**

Name: Rob Bakewell

Phone number: 07805 341477

Email address: info@pockthorpecommunity.org

*This policy and procedures will be reviewed annually and signed and dated by the executive committee.*

Signed on behalf of the committee



(Secretary)

Adopted by the committee 1 February 2022