

Health and safety policy

This is the statement of general policy and arrangements for:

The Friends of St Lawrence Church Bradfield

Overall and final responsibility for health and safety is that of:

Trustees of the Friends of St Lawrence

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Chairman of the Friends or delegated event organiser

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and provide adequate control of health and safety risks arising from activities.	Chairman of the Friends	Relevant risk assessment in relation to each event will be taken and any action necessary will be implemented
To provide adequate training to ensure volunteers are competent to do their work.	Chairman of the Friends	Volunteers will be assigned only tasks suitable to their abilities and they will be fully brief prior to each event.
To engage and consult with volunteers on health and safety matters and provide advice and supervision.	Chairman of the Friends	Feed back from volunteers will be assessed and acted upon as necessary.
To ensure volunteers are aware of relevant emergency procedures – e.g. evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety .	Chairman of the Friends	Volunteers briefing will include details of emergency procedures for each event location
To maintain safe and healthy operating environments and ensure equipment is adequately maintained and suitable for use.	Chairman of the Friends	Volunteers will be given adequate breaks and access to water and toilets. All venue will be checked for suitability and safety of volunteers as well as the public

Health and safety law poster is available for inspection:	Available on website (To be implemented) issued as hard copy to volunteers with briefing notes for each event.		
First-aid box and accident book are available at each event. Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	Each event will have a designated position agreed with the event organiser		
Signed: (on behalf of The Trustees)		Date:	
Subject to review, monitoring and revision by:	Chairman of the Friends for trustees	Every:	Annually prior to AGM Risk assessment will be provided for each event organized

Employers with five or more employees must have a written health and safety policy and risk assessment. For further information and to view our example health and safety policy go to www.hse.gov.uk/risk
For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.