
Health and Safety Policy

Statement of intent

1. The policy of Sacriston Youth and Community project (“The Charity” or “We”) is to provide and maintain safe and 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.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the charity lies with the Board of Trustees. This responsibility will be delegated to a named lead staff member for each event or activity. This staff member will be responsible for ensuring that this policy is upheld.
2. For meetings and training the named responsible officer is the Chair of Trustees
3. For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All staff and volunteers involved will be made aware of who is responsible for health and safety.

General arrangements

1. The main activity of the charity is to provide events, activities and initiatives for local children, young people and their families. A dynamic risk assessment will be carried out before every one off event. 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 minimise hazards at all events and activities.
2. We also run regular events at named venues or remotely using the same equipment. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.
3. We will have a trained first aider present at all events, activities and initiatives
4. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits and have a fire risk assessment.
5. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.

6. Sacriston Youth Project will hold Public Liability and Employer Insurance

 7. Lone working is covered in our separate lone working policy

 8. Under the terms of the Health and Safety at Work Act 1974 the Charity has a duty to ensure the health and safety of its employees as far as is reasonably practical. The Management of Health and Safety at Work Regulations 1999 place a duty on the Charity to assess the degree of risk in the workplace
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This policy has been approved by and authorised by

Name: Heather Liddle

Position: Trustee – Sacriston Youth Project

Date: December 2020

Date of Review	Reviewed By	Changes Made	Date of Next review
December 2020	Jo Cameron – Trustee		December 2021