

Health and Safety Policy

Statement of intent

1. The policy of Reading Family Aid is to provide and maintain safe and healthy working conditions and environment for all our volunteers plus any other people who are directly affected by our activities, such as members of the public at our events/activities

Responsibility

1. Overall and final responsibility for health and safety at activities/events organised by Reading Family Aid lies with the committee.
2. The responsible person will be named in advance and their name will be noted on all relevant risk assessments.
3. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements

1. A risk assessment will be carried out before every one off event/activity. 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. Reading Family Aid may also run regular events at the same venue or using the same equipment, such as our monthly committee meetings. 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 which are open to the public.
4. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
5. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No volunteer will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.
7. Reading Family Aid will hold Public Liability and Employee Liability insurance.

Third Party Events

Reading Family Aid will not accept responsibility for participation in third party events raising money for it. The disclaimer must be signed by anyone raising funds in this way.