

# Health and Safety Policy

## Statement of intent

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

## Responsibility

Overall and final responsibility for health and safety at activities/events organised by Reading Family Aid lies with the trustees. Wendy Howell is the Health and Safety Officer for Reading Family Aid. Any incidents should be reported to [wendyhowell@readingfamilyaid.org](mailto:wendyhowell@readingfamilyaid.org)

For trips, the trip organiser will be named in advance and their name will be noted on relevant risk assessments.

All volunteers 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 make sure all volunteers and staff at events and activities are aware of the location of fire exits and fire risks e.g placing toys in gangways at the toy project.
4. All volunteers will be made aware of the precautions they need to take as noted on the relevant risk assessment.
5. No volunteer will run an event or activity on their own, and at least two volunteers will stay at an event until the last attendees have left.
6. Reading Family Aid will hold Public Liability insurance.

## Third Party Events

Reading Family Aid will not accept responsibility for participation in third party events raising money for it. The disclaimer at Appendix 3 must be signed by anyone raising funds via third party events e.g. Reading Half Marathon.

## First Aiders

Reading Family Aid will assess the need for first aiders for each event/activity that is carried out in consultation with the Health and Safety Lead.