Spen Valley Civic Society Health & Safety and Safeguarding Policy and Action Plan

**Part A. What we’re trying to do.**

**We aim to:**

* avoid accidents/damage to people’s health and keep people safe;
* pay careful attention to health and safety in all aspects of our voluntary organisation’s activities;
* always follow safe systems of work;
* insist on high standards of health and safety when dealing with others;

**How we’re going to do it.**

**We will always:**

* consider health & safety and safeguarding whenever we plan projects;
* identify hazards, assess risks to see whether our control measures are adequate or need to be improved ;
* monitor how well we achieve them (eg. through project reports);
* record all accidents and incidents and investigate them to see if they could have been prevented;
* consult members about possible health and safety problems, safeguarding issues and solutions;
* communicate all necessary health & safety and safeguarding information;
* get advice from competent outside specialists if we need it;
* At our AGM, review health and safety issues and this document.

**Who is responsible for what?**

* The President will chair the AGM’s review of health & safety;
* The Chair will ensure he or another member follows safe systems of work are followed when undertaking projects;
* Every member will act safely and responsibly when acting on behalf of the Civic Society
* We will only work with children or vulnerable adults if they are under the control of a responsible adult, (eg. parent , teacher), who is present during the session.

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| **PART B. Spen Valley Civic Society Record of Risk Assessments (example format)** |
| **Site Location** | **Date this Assessment** | **Date last Assessment** |
| **Identified Hazards**What could cause harm? Eg. Machinery, Chemicals, Manual handling, Electricity etc. | **Persons at Risk**Eg. volunteers, public, visitors, children | **Risk Likelihood**High, medium, low  | **Control Measures** Actions to prevent harm, keep any children and vulnerable adults safe.Decisions re acceptability of risk & Date taken |
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| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |

**Risk Assessment completed by …………………………………………….**

**Signature…………………………………………………………………………**

**Date........................................................**