

# **Our Chartist Heritage Health & Safety Policy**

## **Statement of intent**

The policy of the Our Chartist Heritage (OCH) is to provide and maintain safe and healthy working conditions and environment for all our employees, volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

## **Responsibility**

Overall and final responsibility for health and safety at all events and activities organised by the OCH lies with the trustees. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For all events, the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

## **General arrangements**

- The main activity of OCH is to organise events and activities to support local heritage and citizenship. A 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.
- OCH may also run regular events at the same venue or using the same equipment, such as our monthly committee meetings. In this case OCH 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.
- OCH will have appropriate First Aid provision at all events which are open to the public.
- OCH will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
- All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- No volunteer or employee 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.
- OCH will ensure that appropriate Public Liability Insurance is in place for all events organised by OCH.

## **Review**

Policy reviewed and approved 25 April 2023