



Charity number 1197599

Health, Safety and Welfare Policy for Brereton Big Local CIO

Setting the scene

We are a Brereton based resident led community group. We have an open-door policy so volunteers can access us easily.

Our programme offers volunteers a chance to take part in a number of organised and supervised volunteering opportunities. We care about our members and when planning for any activity, either away from our hub or in our premises, we complete risk assessments to ensure we consider any dangers to their health and safety.

The Brereton Big Local CIO review our policies annually and Safety is a fundamental part of our induction and ongoing training programme.

We have prepared our Health and Safety Policy based on the combined template available on the HSE website at www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc

This is a statement of general policy and arrangements for: Brereton Big Local CIO

Overall and final responsibility for health and safety is that of: The Brereton Big Local CIO leading the assigned volunteering project.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: The Brereton Big Local CIO who have signed off the Volunteering Project with the Project lead.

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Project leader.	Ensure PPE is in place. Health and safety briefing is given.
To provide adequate training to ensure employees/volunteers are competent to do their work.	Project leader.	Safeguarding, First Aid, Food Hygiene and any other relevant qualifications are up to date.
To engage and consult with employees/volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Project leader.	To ensure supervision is given throughout projects and regular observations are in place.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Project leader.	To ensure all members are aware of all procedures for effective emergency procedures to take place in the event of an emergency.



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To maintain safe and healthy working conditions, provide and maintain plant, equipment, and machinery, and ensure safe storage/use of substances.	Project leader.	To ensure all equipment is accounted for and is locked away securely at the end of a project.
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Health and Safety poster is displayed:	Health and safety poster in the kitchen.
First aid box and accident book are located:	First aid box is in the Brereton Big Local CIO office and a FIRST AID Grab bag kit will be given to each Project Lead when out about.

