



Health and Safety Policy

Statement of intent

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

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the Doddington Grove Resident Association lies with the management committee. This responsibility will be delegated to a named volunteer, practitioner or hirer for each event or activity. This person will be responsible for ensuring that this policy is upheld.
2. For our management committee and resident meetings, the responsible person is the chair or vice chair.
3. For all other 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

1. The main activity of the Doddington Grove Resident Association is to organise community events and activities and to hire the hall to residents and local voluntary groups. 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.
2. The Doddington Grove Resident Association may also run regular events at the same venue or using the same equipment, such as our regular committee and resident 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 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.
7. Doddington Grove Resident Association group holds Public Liability Insurance.

Review

This policy will be reviewed every year.

Date: 11th July 2024

Signature
Sanda Kolar (Chair)

Signature
Verity Meddings (Secretary)