

NCRA Health and Safety Policy

This is the statement of general policy and arrangements for:		Northaw and Cuffley Residents Association
The Chair/Acting Chair Northaw and Cuffley Residents Association		has overall and final responsibility for health and safety
The Chair/Acting Chair and Secretary Northaw and Cuffley Residents Association		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of activity-related ill health by managing the health and safety risks in NCRA activities	NCRA Chair	Implement the measures in this document
Provide clear instructions and information in writing to ensure committee members and volunteers are competent to do their work	NCRA Chair	Risk assessment communicated to committee members. Volunteers informed of safe working practices
Engage and consult with committee members on day-to-day health and safety conditions	NCRA Secretary	H&S to be an agenda item at all committee meetings
Implement emergency procedures – evacuation in case of fire or other significant incident.	NCRA Chair	Follow Cuffley Hall's instructions - issued with their booking conditions - start all meetings with fire instructions
Maintain safe and healthy working conditions, provide and maintain equipment	Cuffley Hall Management Group	NCRA to provide feedback to the Hall Chairman re any hazards or accidents.

Signed: * (Chair)		Date:	
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Health and safety law poster is displayed at (location)	N/A as we have no premises
First-aid box is located:	At Cuffley Hall – one in the kitchen and one in the foyer
Accident book is located	In the Hall foyer

Risk Assessment

Organisation name: Northaw and Cuffley Residents Association

Date of risk assessment: October 2018

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Meetings at Cuffley Hall Committee members and visitors may be injured if they trip over objects/stairs or slip on any spillages when attending monthly meetings, or the annual AGM	General good housekeeping is carried out by Cuffley Hall Staff under the T&Cs of hire of the Hall. Committee Chair (or their representative) arrives before start of all meetings to check all areas well lit, including stairs. All areas to be kept clear, eg no boxes left in walkways. Any spillages during meetings to be immediately mopped up.	Any maintenance/housekeeping issues will be reported back to the Chairman of Cuffley Hall following each meeting.	NCRA Secretary	Ongoing from 6/7/2017	On-going
Manual handling	Committee Members moving furniture in the Hall Setting up the outdoor stand at Village day	It is the responsibility of Cuffley Hall staff to erect tables. Chairs moved individually where necessary. Pre event meeting each year to identify helpers	Ensure that all Committee members are informed of risk assessment Heavy items be moved as short a distance as possible by four people working together. The moving of heavy items should be avoided. Where this is not possible, consideration must be given to the need for aids e.g. a trolley and the number of people needed to move the item in a safe way.	NCRA Chair Tony Chappell (committee member)	At annual review of the Risk Assessment The date each year of the event	On-going On-going

Banking Cash	Member Sec/others taking cash to bank. Potential for theft.	Deposits made at different times on each occasion	Amounts conveyed to bank to be under £200 on each occasion. Money to be conveyed in non-transparent bag If threatened money to be handed over to reduce risk of assault	Membership Secretary or nominee	Ongoing from 21/6/2017	On-going
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Leaflet Delivery	Volunteer leaflet deliverers – slips and trips	Assigning volunteers to areas in their own locality to ensure familiarity	Briefing sheet provided to volunteers eg daytime deliveries only – taking care on steps - not entering premises with loose dogs or rough ground due to building work – any other hazards raised by the committee	NCRA Chair and Membership Secretary	By March each year	On-going
Village Day stall	Danger of gazebo blowing away leading to physical harm. Danger of attendees tripping over gazebo guy ropes Insect bites or stings	A Rota is developed to ensure the stand is staffed at all times and to enable the Gazebo to be dismantled if necessary	Met Office hourly forecast – wind speed checked . Bunting to improve guy ropes visibility First aid kit to be provided	NCRA Chair NCRA Secretary Chair	The date each year of the event for each of the actions listed in the previous columns	All actions on - going

Revised 11 Nov 2018