

Health and Safety Policy

This is the statement of general policy and arrangements for:

Northaw and Cuffley Residents Association (NCRA)

The Chair has overall and final responsibility for health and safety

The Chair and Secretary have day-to-day responsibility for ensuring this policy is put into practice

<i>Statement of general policy</i>	<i>Responsibility of: Title</i>	<i>Action/Arrangements (What are you going to do?)</i>
Prevent accidents and cases of activity-related ill health by managing the health and safety risks in NCRA activities	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	Chair	The risk assessment is to be communicated to committee members. Volunteers are to be informed of safe working practices
Engage and consult with committee members on day-to-day health and safety conditions	Secretary	Health and safety to be an agenda item at all meetings
Implement emergency procedures – evacuation in case of fire or other significant incident	Chair	All present to follow Cuffley Hall's emergency procedures issued with the booking conditions All meetings to begin with a reminder of the fire evacuation procedure
Maintain safe and healthy working conditions, provide and maintain equipment	Cuffley Hall Management Group	The Secretary to provide feedback to the Hall Chairman regarding any hazards or accidents

Signed: * (Chair)



Date:

7 March 2019

Health and safety law poster is displayed at (location)

N/A - The NCRA 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 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	<p>Meetings at Cuffley Hall Committee members and visitors may be injured if they fall or trip over objects/stairs or slip on any spillages when attending monthly meetings, or the AGM</p>	<p>General good housekeeping is carried out by Cuffley Hall Staff under the terms and conditions of hire of the Hall</p> <p>Chair (or their representative) to arrive before start of all meetings to check all areas well lit, including stairs</p> <p>All areas to be kept clear, for example, no boxes left in walkways Any spillages during meetings to be immediately mopped up</p>	Any maintenance or housekeeping issues will be reported to the Chairman of Cuffley Hall following each meeting	Secretary	Ongoing	On-going
Manual handling	<p>Committee Members moving furniture in the Hall may slip, trip or fall resulting in an injury</p> <p>Setting up the outdoor stand at Village day</p>	<p>It is the responsibility of Cuffley Hall staff to erect tables Chairs moved individually where necessary</p> <p>An event planning meeting to be held each year to identify helpers</p>	<p>Ensure that all Committee members are informed of risk assessment</p> <p>Manual handling should be avoided wherever possible. When this is not possible, any individual involved in manual handling must undertake a risk assessment before doing so This must include consideration of the health of the individual/s involved, how the activity could be made safer, for example, the number of people to be involved and if an aid is available such as a trolley</p>	<p>Chair</p> <p>Nominated Committee Member</p>	<p>At annual review of the Risk Assessment</p> <p>The date each year of the event</p>	<p>On-going</p> <p>On-going</p>

Banking Cash	A potential for theft from the Membership Secretary or other members taking cash to the bank	Deposits at the bank to be made at different times	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	On-going
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Leaflet Delivery	Volunteers may slip, trip or fall when delivering leaflets	Assigning volunteers to areas in their own locality to ensure familiarity	Briefing sheet provided to volunteers regarding general safety. This includes:- 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	Chair and Membership Secretary	By March each year	On-going
Village Day stall	Danger of gazebo blowing over and causing 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 and wind speed checked Bunting to improve the visibility of guy ropes First aid kit to be provided	Chair Secretary Chair	The date each year of the event for each of the actions listed in the previous columns	All actions on - going

Document revised 1st March 2019

