



# Health & Safety Policy

**Version:** 1.0

**Approved:** January 2025

**Review due:** January 2026

## Version control

Version	Amendment(s)	Date approved

# 1. Introduction

Friends of Berrycroft (FoB) is committed to providing and maintaining a safe and healthy environment for all our volunteers, visitors, and the local community.

This policy outlines our approach to health and safety, ensuring compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

## 2. Objectives

- To prevent accidents and cases of work-related ill health.
- To ensure that all volunteers and visitors understand their health and safety responsibilities.
- To provide adequate training and resources to maintain a safe environment.
- To regularly review and improve our health and safety practices.

## 3. Responsibilities

### 3.1 Trustees

The Trustees of Friends of Berrycroft hold overall responsibility for health and safety within the charity. They are committed to:

- Ensuring compliance with health and safety legislation.
- Providing adequate resources for health and safety.
- Reviewing and approving the health and safety policy annually.

### 3.2 Health and Safety Officer

A designated Health and Safety Officer is responsible for:

- Implementing the health and safety policy.
- Conducting risk assessments and implementing control measures.
- Providing health and safety training and information.
- Investigating accidents and incidents and ensuring appropriate actions are taken.
- Keeping up to date with relevant health and safety legislation.

### 3.3 Volunteers

All volunteers have a duty to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperate with the charity on health and safety matters.
- Use equipment provided safely and in accordance with training and instructions.
- Report any health and safety concerns to the Health and Safety Officer immediately.

## 4. Risk Assessment

FoB will undertake regular risk assessments to identify potential hazards and implement appropriate control measures.

Risk assessments will be reviewed annually or whenever significant changes occur.

## 5. Training

All volunteers will receive appropriate health and safety training, including:

- Induction training for new volunteers.
- Specific training relevant to their roles and responsibilities.
- Regular refresher training to ensure ongoing competence.

## 6. Accidents and First Aid

- Adequate first aid provision will be maintained at all times.
- All accidents and incidents will be recorded in the accident book and investigated to prevent recurrence.
- Serious incidents will be reported to the relevant authorities in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

## 7. Emergency Procedures

- FoB will establish and maintain emergency procedures for potential hazards, including fire and medical emergencies.
- Emergency procedures will be clearly displayed and communicated to all volunteers and visitors.
- Regular drills will be conducted to ensure preparedness.

## 8. Monitoring and Review

The Health and Safety Officer will monitor the effectiveness of this policy and health and safety performance through regular inspections and audits. The policy will be reviewed annually by the Trustees to ensure it remains relevant and effective.

## 9. Communication

This policy will be communicated to all volunteers and made available to visitors and the local community. Any updates or changes to the policy will be promptly communicated.

## 10. Policy Approval

This Health and Safety Policy is approved by the Board of Trustees of Friends of Berrycroft and is effective from the date below.

Approved by: (Signature)



Approved by: (PRINT NAME)

Jacqueline Harris

Chair of Trustees, Friends of Berrycroft

Date: \_\_\_\_26/01/2025\_\_\_\_\_

This Health and Safety Policy aligns with the Health and Safety at Work Act 1974 and other relevant UK legislation. It demonstrates our commitment to ensuring the health, safety, and welfare of all involved with Friends of Berrycroft.