



## **Winslow Big Society Group Health and Safety Policy**

### **Introduction**

The health and safety of all our beneficiaries, volunteers and visitors is of the utmost importance for Winslow Big Society Group (WBSG). All workers and volunteers will consider health and safety as it relates to the workplace and will conduct WBSG activities safely within the requirements and guidelines of current Health and Safety legislation. WBSG workers and volunteers will be provided with this health and safety policy and any associated risk assessments and be required to familiarise themselves with them and study risk assessments as appropriate.

Overall responsibility for maintaining this policy and the associated risk assessments lies with the Trustees of WBSG who have designated a Committee member as the Health & Safety representative to be responsible for ensuring they are implemented by all WBSG workers and volunteers. This policy and any associated risk assessments will be reviewed and updated at least annually.

### **General requirements**

WBSG workers and volunteers will be responsible for the safety of all WBSG activities, including reporting any hazard or non-functioning equipment in the activity venue. This should be reported to a trustee who will inform the venue owner.

Everyone attending WBSG activities will be made aware of relevant risks (e.g. arising from use of hot liquids, kettles, cooking and other kitchen equipment) and how to guard appropriately against any accidents, including as set out in any policies and risk assessments adopted by the owner of the venue in which the activities are provided.

### **Accident/ incident book**

Any incidents or accidents must be recorded by the person concerned and countersigned by the person running the activity in either the book belonging to the venue concerned, or in the WBSG book, which will be held by the WBSG Health and Safety Officer. Actions taken to correct the situation must also be recorded in this book.



---

### **Fire procedures**

Clients will make known their arrival and departure from WBSG sessions (and a register of attendance will be kept) so that workers and volunteers know who is present in the venue.

WBSG workers and volunteers and those attending WBSG activities will follow the fire procedures for the venue in which the activities are taking place. In the event of a fire, or other emergency, WBSG workers and volunteers will assist beneficiaries to vacate the venue as soon as possible without the use of any lift.

### **Manual handling**

All volunteers are to be made aware on induction of potential risks in any activity regarding manual handling and safety for themselves as well as others, eg setting up tables and chairs. A set of guidelines for moving and handling is given to all car drivers, as they are supervising people getting in and out of cars, see separate guidelines. Volunteer drivers sign to say they have read and understood this.

Updating of manual handling advice is to be discussed early in 2022.

### **Personal safety**

Volunteers are reminded on induction and at annual volunteer events of the importance of personal safety. This includes not being alone with clients where it is not necessary, always seeking help if there is a problem or potential problem regarding physical or mental safety, and reporting any untoward incident to the organiser of the service or a member of the Committee.

### **Covid safety.**

All services are risk assessed for Covid, and this is to be reviewed as legislation and medical advice change. Activities are to be closed when there is deemed to be significant risk to clients and volunteers. Trustees will be part of this decision making.

Sample risk assessments are available as a separate document.

Signed:

Chair: VC Corben

Date: July 2022



---

Charity number : 1179561

Contact: [contact@winslowbigsocietygroup.info](mailto:contact@winslowbigsocietygroup.info)