



Health and Safety Policy

Statement of intent

1. The policy of the Ripon Together CIC is to provide and maintain safe and healthy working conditions and environment for all our volunteers and members when they are acting for us, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

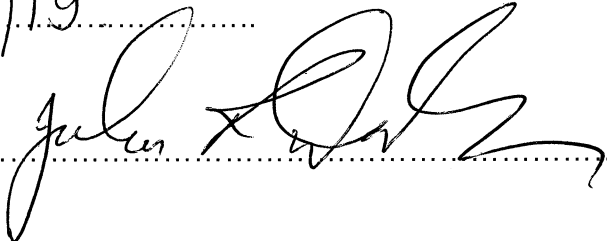
1. Overall and final responsibility for health and safety at all events and activities organised by Ripon Together CIC lies with the board of directors. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.
2. For all Ripon Together 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.
3. For Ripon Together meetings the chair of the meeting is responsible for familiarising themselves with the health and safety arrangements for the venue being used in order to ensure the health and safety of all participants.

General arrangements

1. The main activity of the Ripon Together CIC is to improve the vitality and prosperity of Ripon through fostering greater unity and cooperation amongst its community, in order to achieve positive change. A risk assessment will be carried out before every one off event in which Ripon Together is involved, whether as the lead organisation or as a partner. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees; first aid provision. Appropriate precautions will be taken to minimise hazards at all events and activities in which Ripon Together is involved.

2. The Ripon Together CIC may also run regular events at the same venue or using the same equipment, such as our monthly board 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 make sure all volunteers and staff at events and activities are aware of the location of fire exits.
4. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
5. 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.
6. Ripon Together CIC will hold Public Liability Insurance

Date.....09/04/19.....

Signature (Chair)..........

Review

Effective Date	9 th April 2019
Date Last Reviewed	New
Scheduled Review Date	April 2020 (annual review)
Supersedes	New
Original Author	Karen Weaver Based on model policy from www.resourcecentre.org.uk for community groups run by volunteers
Owned by	Ripon Together CIC Board of Directors
Monitored by	Ripon Together CIC Board of Directors
Approved by	Ripon Together CIC Board of Directors