

# Transition Bro Gwaun

## Health and safety policy

### General statement of intent

Our policy is to provide and maintain safe and healthy conditions and systems of work for all our employees and volunteers, and to provide such information and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as Transition Bro Gwaun changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

### Responsibilities

The Trustees of Transition Bro Gwaun bear ultimate responsibility for the implementation and review of the health and safety policy, for carrying out risk assessments and maintaining safe work practices.

The health and safety policy will be brought to the attention of all employees and volunteers so that they are aware of their rights and responsibilities and that they are expected to comply with the policy.

### Duties

A risk assessment will be undertaken for each Transition Bro Gwaun event (see appendix 1 for risk assessment form). This will involve consideration of hazards and risks, the size of the event and other relevant factors, to determine what first-aid equipment, facilities and personnel will be provided. A fully equipped and regularly maintained first aid box will be available for each event.

It is recognised that the risks associated with many Transition Bro Gwaun events are sufficiently similar that re-use of a standard risk assessment adequately addresses risks.

Mike Davies is the Trustee responsible for ensuring that a suitably equipped first aid box is available.

All manual handling tasks, the use of tools and electrical equipment and the transportation of articles, equipment and materials will be assessed so far as is reasonably practicable, and safe work practices agreed with the volunteers involved. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. known back complaints. Volunteers are expected to inform the Trustees of any health problems that may put them at risk.

All employees and volunteers will monitor that:

- materials, tools and equipment used for Transition Bro Gwaun events are of a satisfactory standard

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in catering
- waste is disposed of safely in appropriate containers

Concerns about any of these issues are to be reported to the Trustees and action taken to address them.

All accidents are to be reported to the Trustees and recorded. Unusual or unexpected incidents which could have impacted on health and safety are also to be reported and recorded and used in the annual policy review.

**Policy review**

An annual review of the operation of this policy will be undertaken by Trustees at the first Trustee meeting of each calendar year. Decisions taken in relation to the operation and adequacy of the policy will be recorded in the meeting minutes.

Approved by: Management Committee  Trustees	First issued 2012	Reviewed 2017  Reviewed and revised 25 <sup>th</sup> August 2024
--	----------------------	--

Appendix 1 Risk Assessment form

### Transition Bro Gwaun Risk Assessment

Hazard	Effect	Control measures	Residual risk (High/ Medium/ Low)

Risk assessment complete by: ..... Date .....