Updated: 17.01.2024

Community at Tollers

Health and Safety Policy

Statement of Intent

Community at Tollers (CAT) is committed to protecting the managers, staff volunteers and members of the public that take part in our activities. We will seek to comply with the requirements of the Health and Safety at Work Act 1974 and associated legislation as far as is reasonably practicable.

Roles and responsibilities

CAT has overall responsibility for health and safety. This includes

- managing the health and safety risks of our activities by writing, agreeing and monitoring our health & safety policy and procedures, with reference to the Health and Safety Executive website (These pages might be particularly useful http://www.hse.gov.uk/risk/casestudies/ and http://www.hse.gov.uk/event-safety/getting-started.htm)
- providing clear instructions & information, and adequate training, to ensure that managers, staff, and volunteers are competent to undertake their activities
- engaging and consulting with managers, staff, and volunteers on ongoing health and safety conditions
- reviewing our health & safety policy and procedures once a year, with reference to changes in legislation and any incidents that have occurred.
- delegating responsibility for their implementation to a named manager, member of staff (for organisations without managers) or lead volunteer leading a particular activity or at a particular location.
- Overall and final responsibility for health and safety at all events and activities organised by the Community at Tollers (CAT) lies with the management committee. This responsibility will be delegated to a named member for each event or activity. This member will be responsible for ensuring that this policy is upheld.
- For our management committee meetings the responsible person will be decided at the previous meeting and then the name will be put into the minutes.
- For all other events, the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All members/residents involved will be made aware of who is responsible for health and safety.

- General arrangements
- The main activity of the Community at Tollers (CAT) is to organise social activities and support for the Tollers Estate community. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimize hazards at all events and activities.
- The Community at Tollers (CAT) may also run regular events at the same venue or using the same equipment, such as, at our committee 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.
- We will have a trained first aider present at all events which are open to the public.
- We will make sure all volunteers at events and activities are aware of the location of fire exits.
- All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- No member will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished, and the last attendees have left.
- Community at Tollers (CAT) hold Public Liability Insurance for general runnings, events (employers/volunteers liability), contents and gardening

Our managers, staff (for organisations without managers) and volunteers leading a particular activity or at a particular location have day-to-day responsibility for ensuring that this policy is put into practice. This includes

- conducting risk assessments (see form below) & taking the necessary measures to remove or control the hazards identified
- implementing emergency procedures, such as evacuations as of when necessary
- maintaining equipment in good working order and storing substances safely
- reporting major accidents to Croydon Council thats happened on their land

Our staff (for organisations without managers) and volunteers recognise, accept and implement their responsibilities in relation to our health & safety policy and procedures. This includes

- becoming familiar with relevant health & safety documents

- attending health & safety training as required
- reporting accidents & incidents that took place during our activities or in our locations to the relevant manager, staff member (for organisations without managers) or volunteer

Locations

- the Health & Safety Law poster is displayed at the community centre, Tollers Estate
- the First Aid box is in the H&S box
- the accident book has never been issued at by Croydon Council – still outstanding
- incident and accident report forms are in the H&S folder - complete, keep a copy in the folder and give a copy to persons involved
- H&S located in the main storage to be used for every event or activity

Signed: R.Maritz Position: Risk Assessor/Committee Member Date: 17.01.2024