



Health and Safety Policy

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Version control

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Approved by the Safer and Supportive Salisbury Steering Group	13 April 2021	
Approved by the Trustees	November 2023	Jeremy Nettle
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1 Statement of intent

1. The policy of Safer and Supportive Salisbury is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

2 Responsibility

- a) Overall and final responsibility for health and safety at all events and activities organised by Safer and Supportive Salisbury lies with the Trustees. The Board of Trustees has agreed that one Trustee will take overall responsibility for health and safety. All volunteers involved will be made aware of who is responsible for health and safety.

3 General arrangements

- a) The main activity of Safer and Supportive Salisbury is to organise projects, events, activities and support for the people of Salisbury and surrounding 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 minimise hazards at all events and activities.
- b) Safer and Supportive Salisbury may also run regular events and meetings at 59 Catherine Street . The venue will also be used as an information point and for administration activities. A general risk assessment will be carried for the event/activity/equipment/venue. Such general risk assessments will be reviewed at least once a year.
- c) We will report any issues with pest control, waste collection and fire safety checks and other hazards at 59 Catherine Street to Salisbury City Council in a timely fashion.
- d) We will establish and run processes and procedures for the safe and secure use of 59 Catherine Street by third parties (including Salisbury City Council) and give Salisbury City Council Communities Team access to those processes and procedures.
- e) We will conduct all activities in 59 Catherine Street with reference to Salisbury City Council Health and Safety Policies, taking responsibility for the reporting of accidents and incidents on site during our activity, sharing such reports with Salisbury City Council where relevant.
- f) We will ensure that appropriate Health and Safety Management is applied to the use of 59 Catherine Street.
- g) We will have a trained first aider present at all events which are open to the public.

- h) We will make sure all volunteers (and contractors) at events and activities are aware of the location of fire exits.
- i) All volunteers (and contractors) will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- j) No volunteer (or contractor) will run an event or activity on their own, and at least two volunteers (or contractors) should stay at an event until it is finished and the last attendees have left.
- k) Safer and Supportive Salisbury will hold Public Liability Insurance