



THE ELDERS COUNCIL OF NEWCASTLE

Health and Safety Policy

Introduction

The Board of Trustees has overall responsibility for health and safety in the Elders Council, and for ensuring that the charity fulfils all its legal responsibilities. It recognises that it is the duty of Board members to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Board of Trustees is committed to ensuring that all the charity's activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it and subsequent legislation.

This policy will be reviewed annually by the Board.

1. Chair's Responsibilities

The Board member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is the Chair.

All accidents or unsafe incidents will be investigated by the Chair on behalf of the Board as soon as possible and will then be reported to the Board at the next available Board meeting.

The Chair is responsible for:

- assessing the risk to the health and safety of staff, volunteers, members and visitors and identifying what measures are needed to comply with the charity's health and safety obligations;

- ensuring that venues or vehicles used by the Elders Council are safe and without risk to health including safe ways of entering and leaving;
- ensuring that Elders Council equipment is safe and well maintained;
- providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- establishing that emergency procedures for venues used by the Elders Council are in place as required.

2. Volunteer Responsibilities

All Elders Council group co-ordinators and project leads will ensure that they:

- are aware of the contents of this safety policy;
- comply with this policy;
- take care of themselves and others who may be affected by their actions or omissions;
- will at once report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Chair or another trustee;
- record accidents or near misses at work in the accident book kept in the office used by the Elders Council of Newcastle;
- are aware of all fire procedures for the area in which they are working;
- report anything which they think could be in any way unsafe.

3. Risk Assessments

The Chair will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- trip or event to organise;
- change in legislation;
- change of premises;
- significant change in work carried out;
- transfer to new technology;

or for any other reason which makes the original assessment not valid.

4. Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- At inductions.
- On the introduction of new technology.
- When changes are made to venues.
- When training needs are identified during risk assessments.

5. Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the responsible Board member.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible Board member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Board. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Board.

Approved by Elders Council Board of Trustees 19 September 2017

Review Date: 1 December 2018

Appendix 1

Venue Checklist

Details	Yes	No	Misc
<i>Location</i>			
Is the building accessible by public transport?			
Is the location accessible by taxi, right to the door?			
<i>Approach to the building</i>			
Is there wheelchair/disabled access at the main entrance? Or an suitable alternative entrance nearby?			
Are there steps or a raised area up to the building?			
Is there a handrail for steps?			
Is the venue easily found?			
Automatic doors are best, wedge open manual doors			
<i>Accessible parking</i>			
Is there disabled parking? Can we book if necessary?			
Is there other parking available?			
In the building			

<i>The function room(s)</i>			
Is there space for 12 exhibition stands and good movement?			
Is there space for 80 – 100 people in curved rows of seats?			
Perhaps 2 rooms could be considered			
Tables to display information			
Small tables to put coffee/tea cups on			
Table for reception and 2 chairs			
Is reception on entrance level?			
If not is there a suitable lift?			
Are direction signs needed?			
Is there an alternative lift in case of breakdown?			
Is the lift large enough for wheelchair and 1 other person?			
Height of reception desk should be suitable for wheelchair users			
Details	YES	NO	Misc.
<i>Administration</i>			
What is the room capacity?			
What time can we have access to set up the room?			
What time do we have to vacate the rooms?			

Who do we contact if there's a problem on the day?			
Corridors			
Check routes are well signed and wide enough for a wheelchair			
Ensure floor are not slippery or have long pile carpet which restricts movement			
Internal steps should have a ramp and hand rails			
Toilets			
Check location – ideally on same level as function room			
Disabled toilet facilities must be available			
Staging			
Loop hearing system available			
PA system and microphones available			
Check acoustics of room – no echoes difficult for those with hearing problems			
Do we need a screen? (Screen should be large enough to be seen at the back of the room)			

Table cloths			
Small tables to sit at for lunch			
Who serves food?			
Do we clear away plates etc?			
<i>Evacuation/Emergency Procedure</i>			
Full, clear details of procedure must be obtained			
Fire exits should be clearly marked and pointed out to staff			
At the start of the meeting emergency exits should be clearly identified to those present			
Will there be a fire drill on the day of the event?			
Will there be staff available to help with evacuating disabled people?			