



# APPLEBY

## Emergency Response Group

### Health and Safety Policy

#### **Health and Safety:**

In compliance with the Health & Safety at Work Act 1974 (HASAWA) and all relevant Health & Safety Regulations, it is the policy of Appleby Emergency Response Group to seek to provide a safe and healthy place and work environment for all, and to enlist the active support of all individuals in achieving these ends. To achieve this effectively, we will, so far as is reasonably practicable:

- Provide safe premises and systems of work
- Provide safe and healthy working conditions
- Ensure all employees and volunteers are competent to undertake their tasks and to give them adequate training and advice
- Provide information, instruction, training and support in safety matters

This policy will be reviewed annually at the Group's Annual General Meeting (AGM) and revised as necessary.

#### **Responsibilities:**

The responsibility for ensuring this policy is put into practice, when dealing with an emergency situation, is delegated to the Group Co-ordinator.

It is the responsibility of the Management Committee to ensure that the information provided to employees and volunteers will be in a form that can be easily understood.

All committee members, employees and volunteers have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or the public
- Adhere to the safety procedures laid down by the Management Committee.
- Report all health and safety concerns, accidents, near miss occurrences and hazardous situations to the appropriate person(s)
- Use equipment correctly in accordance with training and instructions.

#### **Risk Assessment:**

Risk Assessments will be carried out by the Group Co-ordinator.

Responsibility for observing the information provided in the risk assessment lies with everyone.

The Group Co-ordinator will check at appropriate intervals that the action/s have been taken and the risks have been removed/reduced.

**First Aid & Accidents:**

A First Aid Box will be held in the emergency boxes and will be managed by the Group Co-ordinator. The contents of the box will be checked and recorded following use and/or once every 12 months.

The nominated First Aider is Carol Barker. Carol is a member of the Management Committee.

All accidents are to be recorded in the Accident Book. The book is located in the emergency box.

The Group Co-ordinator is responsible for ensuring the reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies.

**PPE:**

PPE will be issued as required. This will occur at the time of the incident being responded too.

**Insurance:**

The Group is registered with Neighbourhood Watch and everyone is covered by their insurance when volunteering with us.

Volunteers are required to carry out their role in a safe manner. Most car insurance policies cover the use of a private vehicle for volunteering as standard within Social, Domestic and Pleasure Insurance. If in doubt please check with your insurer.

Volunteers are only covered for tasks that they are authorised to do.

Signature of Chairman:



Date this policy adopted by the Management Committee:

28/5/2020

This policy will be reviewed annual at the Annual General Meeting (AGM).