

# Rooley Moor Neighbourhood Forum CIO - Health & Safety Policy

## Background

Rooley Moor Neighbourhood Forum CIO is a charitable organisation established for the public benefit without distinction of ability, sex, sexual orientation, race or political, religious or other opinions for the following purposes in the area of benefit known as Rooley Moor, which shall hereinafter be referred to as the Neighbourhood Area and is marked on the attached map in Appendix I. The objects of the CIO are:

1. To promote high standards of planning and architecture in or affecting the area of benefit.
2. To educate the public in the geography, history, natural history, culture and architecture of the area of benefit.
3. To secure the preservation, protection, development and improvement of features or areas of historic or public interest in the area of benefit.

In furtherance of the above objects but not otherwise the trustees shall have the power to establish a neighbourhood forum for the area of benefit to promote and or improve the social, economic and environmental well-being of the area.

The forum has no employees and is made up of 40 volunteers that total 7 Trustees, consisting of a Chair, Treasurer, Secretary and 4 others and 33 members.

There is no office or opening hours.

RMNF has prepared its own health and safety policy statement, using the combined template available on the HSE website at [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc)

Trustees and officers of the forum genuinely care for our members and volunteers and want to portray this in his health and safety policy.

RMNF downloaded the template and referred to the example policy statement and other guidance available on the HSE website at [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk). This helped RMNF to think about the things that should be documented and built into our own health and safety policy, such as remote working, personal protective equipment, consultation and training etc. RMNF trustees decided that the Chair and the Secretary would be the most competent (experienced and capable) people to take responsibility for health and safety issues.

RMNF presented the policy statement at the trustees meeting and decided to review and update the document every year or straightaway if there are any major changes.

## Notes:

Employers with less than five employees don't have to write down their health and safety policy.

For further information and to view our example risk assessments, see [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).

Example health and safety policy published by the Health and Safety Executive 08/14

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<b>This is the statement of general policy and arrangements for: Rooley Moor Neighbourhood Forum CIO</b>		
<b>Andrew Meek – Chair: has overall and final responsibility for health and safety</b>		
<b>Alan Rawsterne – Secretary: has day-to-day responsibility for ensuring this policy is put into practice</b>		
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks for RMNF	Andrew Meek (Chair)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure trustees, officers, forum members and volunteers are competent to do their work	Alan Rawsterne (Secretary)	Trustees, officers, forum members and volunteers, subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with ensure trustees, officers, forum members and volunteers on day-to-day health and safety conditions	Andrew Meek (Chair) Alan Rawsterne (Secretary) All volunteers	Volunteers routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Andrew Meek (Chair)	In the event of volunteers being present on premises, escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Alan Rawsterne (Secretary)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Signed: * (RMNF Chair)	<b>Andrew Meek</b>	Date: <b>1st April 2018</b>

You should review your policy if you think it might no longer be valid, e.g. if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Not applicable – RMNF has no premises
First-aid box is located:	As required at any event requiring volunteers
Accident book is located:	As required at any event requiring volunteers

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14