

# **Sustainable Arnside Health and Safety Policy**

May 2025

## **1. Introduction**

Sustainable Arnside is a not-for-profit organisation founded in 2023, governed by a Constitution and managed by a Committee of five designated Members, which include a Chair, a Secretary and a Treasurer. Its aim is to facilitate a more environmentally sustainable future for Arnside and its residents and in doing so undertakes various activities including but not restricted to holding meetings and events, distributing leaflets, recycling of various items and undertaking projects in which Members and/or the general public may be involved. These activities may take place at Arnside Educational Institute (main venue for meetings) or at other sites. Sustainable Arnside runs a Repair Cafe at the AEI with its own Health and Safety Policy.

In discharging its Mission, Sustainable Arnside is committed to providing a safe and healthy environment for all Members, volunteers, and the public. Most activities we undertake are not expected to pose any significant hazards or risks. Nevertheless, we aim to minimize hazards and risks associated any activities we undertake while promoting a culture of safety and well-being. This Health & Safety Policy outlines our commitment to ensuring the highest standards of health and safety at the AEI and other locations.

## **2. Responsibilities**

2.1 The Committee are responsible for creating a safe and healthy environment and ensuring compliance with all relevant health and safety legislation, regulations, and standards.

2.2 Each activity undertaken will have a designated organiser who is responsible for the safe conduct of that activity, undertaking any risk assessment and liaising with the Committee.

2.3 Each Member or volunteer has an individual responsibility to adhere to this Health and Safety Policy, follow safe practices as instructed by the organiser of an activity, to do everything they can to prevent injury to themselves or others and report any hazards or concerns to the organizer and/or Committee promptly.

2.3 Each Member or volunteer will be expected to recognise that there is a duty on them to comply with the practices set out by the AEI Health and Safety Policy, including to be familiar with the fire alarm, fire extinguishers and fire exit points. First aid kits are available in the foyer and on the first-floor landing and the Accident Book is sited in the ground floor foyer. A map identifying these points can be found in the AEI Health and Safety Policy, circulated annually and available on request.

## **3. Risk Assessment and Management**

3.1 Hazard Identification: An assessment will be conducted by the organiser of any new activity to identify any potential hazards, which could include but not restricted to electrical safety, sharp objects, lifting heavy items, and use of hazardous materials.

3.2 Risk Evaluation: Each identified hazard will be evaluated for the likelihood and

severity of potential harm to determine the level of risk. In general, the threshold employed will be to determine if the risk is any higher than would be typically encountered in everyday life.

3.3 Control Measures: Appropriate control measures will be implemented to eliminate or minimize identified risks, such as providing personal protective equipment (PPE), undertaking training and ensuring proper equipment maintenance.

#### **4. Emergency Plans**

4.1 Procedures to follow in case of emergencies, such as fire, injury, or medical incidents will be communicated to participants in any activity.

4.2 First Aid and medical assistance: A well-stocked first aid kit will be readily available.

#### **5. Reporting and Investigation**

5.1 Incident Reporting: All accidents, near misses, and hazardous situations must be reported to the organiser and Committee as soon as possible. All accidents and incidents occurring in the AEI should be recorded in the Accident Book situated in the foyer. Further guidance can be found in the AEI Health and Safety Policy.

5.2 Incident Investigation: The Committee will investigate all accidents and incidents promptly to identify causes and take steps to reduce the risk of further incidents.

#### **6. Review and Continuous Improvement**

This Health and Safety Policy will be reviewed regularly to ensure its ongoing suitability and effectiveness. Changes in legislation, best practices and necessary updates will be made accordingly. Please inform a member of Sustainable Arnside if you have any comments or suggestions for improving our Health and Safety Policy. Thank you!

## **Sustainable Arnside Risk Assessment Form**

Name of activity:

Responsible person/organiser:

Hazards Identified (if any):

Risk Evaluation:

Mitigation and control measures to be employed:

Approved by (Name of Committee member):

Date of approval: