

GWENT VALLEYS EVANGELISM (GVE) HEALTH & SAFETY POLICY

Principles

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our leaders and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the public with whom we come into contact.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly in the light of any changes to our activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the leadership team, and leaders and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Responsibility of the leadership team

Overall responsibility for health and safety is that of the leadership team who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to individual leaders. The leadership team is also responsible for:

- ensuring that the arrangements outlined in this policy are carried out and updated as necessary
- ensuring that the health and safety policy is implemented
- ensuring that risk assessments are carried out
- ensuring that volunteers receive induction in the health and safety policy

Responsibility of volunteers

All volunteers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on GVE business. Volunteers must therefore:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required

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- report any fault or defect in equipment immediately to the appropriate person
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety.

Reporting requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. In this context, GVE volunteers are regarded as workers. RIDDOR reporting is via <https://www.hse.gov.uk/riddor/report.htm>.

Not all accidents need to be reported; a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable**.

Requirements for reporting:

- The death of any worker or non-worker, with the exception of suicide, must be reported if it arises from a work-related accident, including an act of physical violence to a worker.
- Specified injuries to workers (Regulation 4) must be reported.
- Accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported.
- Accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken directly from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- Reportable occupational diseases (Regulations 8 and 9) must be reported if these are likely to have been caused or made worse by the person's work.
- A dangerous occurrence (as specified in Schedule 2 of RIDDOR) must be reported.

Accidents involving the injured person losing **more than three but not more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) which do not fall into the above category, must be recorded (in the accident book) but do not require a RIDDOR report.

All accidents involving leaders, volunteers or members of the public in relation to GVE business will be recorded in the accident book. Any accident involving a volunteer or member of the public will be reported to a leader as soon as is reasonably practicable.

Risk assessments

Risk assessments will be carried out on all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. If a risk assessment indicates that this is required, we will write a procedure which must be followed.

A **hazard** is a potential source of harm or adverse effect. A **risk** is something which could lead to danger, harm or loss, either to an individual or individuals, or to the organisation (for example, financial loss). A **mitigation** is an action to minimise danger, harm or loss in the face of a hazard. An example of a hazard is a wet floor; the risk is that someone may be injured by slipping on the wet floor. A risk can be mitigated even if the hazard remains, for example, by cordoning off the wet area.

Manual handling

- Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- Where it is not possible to avoid the need to move loads, we will carry out risk assessments and ensure that heavy loads are moved by more than one person.
- The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Personal safety

Any leader or volunteer working alone must have a working mobile phone with them at all times and must ensure that someone knows where they are and when they are expected to return. Lone working should be minimised, with two people present wherever possible. Cash will be kept out of sight to minimise the risk of attempted theft.

Equipment

All equipment (including, but not limited to, items used on the market stall such as the tables, chairs and gazebo, and any electrical items) will be visually inspected before use. Electrical equipment will have annual Portable Equipment Testing (PAT) by a qualified electrician.