



THIS HEALTH AND SAFETY POLICY IS TAKEN FROM THE HEALTH AND SAFETY EXECUTIVE'S [TEMPLATE](#)

This is the statement of general policy and arrangements for: Dyspraxic Me		
Trustees have overall and final responsibility for health and safety		
Jess Starns (Founder) has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (what are you going to do?)
Prevent accidents and cases of volunteer-related ill health by managing the health and safety risks in the charity	Trustees	Keeping the health and safety policy up to date
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work	Trustees	Deliver training at volunteer induction

Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Volunteers	Deliver training at volunteer induction
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Signed: J. Starns.	Jessica Starns	Date:	29/04/2020
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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.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

<http://www.hse.gov.uk/riddor>

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

THIS HEALTH AND SAFETY RISK ASSESSMENT IS TAKEN FROM THE HEALTH AND SAFETY EXECUTIVE'S [TEMPLATE](#)

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Dyspraxic Me

Date of risk assessment: 29/04/2020

Dyspraxic Me is currently based at Fairley's House School, Lambeth but we sometimes use different venues/locations. We will need to complete risk assessments or check with the venue regarding their risk assessment when we use a different space.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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Slips and trips	Volunteers, facilitators and service users may be injured if they trip over objects or slip on spillages.	<p>General good housekeeping is carried out.</p> <p>All areas well lit, including stairs.</p> <p>No trailing leads or cables.</p> <p>Volunteers to keep activity areas clear from trip hazards.</p>	Volunteer training	All volunteers	From now on	29/04/20
Food allergies	Volunteers, facilitators and service users.	Speaking to service users when they arrive to ask if they have any food allergies	Buying refreshments that do not include ingredients that are common for food allergies such as nuts	All volunteers and service users	From now on	29/04/20
Injury from activity	Volunteers, facilitators and service users.	<p>Hiring facilitators who are trained and knowledgeable about their activity</p> <p>Facilitator to give clear instructions to service users</p> <p>Knowing where the venues first aid kit is</p>	Support service users in understanding instructions been given	All volunteers , facilitators and service users	From now on	29/04/20

Intruders	Volunteers, facilitators and service users.	Having the door closed and only opening it when attendees arrive	Having a list of expected attendees names	All volunteers	From now on	29/04/20
Lost service user	Service users.	<p>Emailing to attendees a contact phone number</p> <p>Emailing to attendees a visual map from local tube station</p>	Contact late comers to ask if they are ok	Jess	From now on	29/04/20

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You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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