

1.0 Introduction

- 1.1 By law, employers who have more than five employees must have a written health and safety policy. This must be communicated to all employees, it must be available for inspection and it must be regularly reviewed.
- 1.2 The association recognise that it is not obliged to draw up a policy, but recognise the responsibilities and procedures for ensuring the health and safety of everyone involved in the Society's activities. The association does not employ paid staff but may commission or promote the commission of service providers as well as involve volunteers in managing coordinating and delivering project activities and providing other services for the benefit of the public.
- 1.3 The Health and Safety requirements at events arranged by the association will necessarily vary according to the nature of each event; determined by risk assessment.
- 1.4 All participants have the responsibility to exercise a duty of care to themselves and others and therefore volunteers must always act in a reasonable manner with due regard and respect for themselves and others.

2.0 Policy Aim

- 2.1 The aim of the Health and Safety policy is to confirm the commitment of the association to the health and safety of members, volunteers and beneficiaries who may participate in the delivery of, or benefit from project activities.

3.0 Policy Statement

- 3.1 The members of the association regard the promotion of health and safety measures as a mutual objective for members and volunteers. We will do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable hazards, including volunteers and the public insofar as they come into contact with our Group or any activities or functions, which we organise. We will endeavour to implement the following: -
 - 3.1.1 To carry out risk assessments in respect of all our activities,
 - 3.1.2 To provide adequate control of the health and safety risks arising from our assessment
 - 3.1.3 To maintain safe and healthy conditions within the environment the association is active are active

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- 3.1.4 To ensure any equipment in our control is maintained and is used according to the manufacturer's instructions.
- 3.1.5 To ensure safe handling and use of any substances in accordance to manufacturers advice.
- 3.1.6 To provide signposting for information, instruction and supervision for members and volunteers
- 3.1.7 To ensure that all members and volunteers are competent to do their tasks and to give them training when required and when and where resources allow.
- 3.1.8 To ensure that all service providers promoted by the association are competent to do their tasks, demonstrated through evidence of experience and/or relevant qualification, affiliation, safeguarding and insurances. Where deemed necessary references will be sought.
- 3.1.9 To review and revise this policy as necessary at regular intervals.

Members, contractors and volunteers have a duty to co-operate in the operation of this policy by;

- 3.1.10 Working safely and efficiently,
- 3.1.11 Ensuring all volunteers are advised of appropriate clothing and/ or equipment for any activity promoted by the group
- 3.1.12 Reporting incidents which have led, or may lead to injury or damage
- 3.1.13 Adhering to agreed organisational procedures (if such exist), including those of any third party involved in any or our activities to ensure health and safety.

4.0 Accidents and Emergencies

- 4.1 All accidents and emergencies must be reported to the designated member(s) responsible for health and safety issues and recorded in the Accident Record Book. The nominated person is determined by the association members.

5.0 First Aid

- 5.1 A First Aid box will be made available at all of our activities, where practicable, and be checked regularly. Appropriate first aid training will be sought, when resources allow, for members and volunteers with the aim of a trained first aider being in attendance at all activities initiated by the group.
- 5.2 Medication will not be administered to any person without their instruction.

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6.0 Smoking Policy

6.1 The association has a 'No Smoking' policy at all its meetings. At outside events we encourage smokers to smoke away from the main group of members.

7.0 A Safe Place for Activity

7.1 The association recognises that many accidents can be prevented. To minimise such risks we will endeavour to: -

7.1.1 Risk Assess Activities

7.1.2 Visit proposed places of activity prior to the event

7.1.3 Check the validity and suitability of partners and contractors qualifications and/ or experiences.

7.1.4 Obtain verbal references prior to working with partners and contractors

7.1.5 Consider weather conditions generally and the effects of extreme weather conditions on sites proposed for activity.

7.2 **At any event advertised as open to the public:** An Event Controller will be appointed. The Event Controller is responsible for implementing all aspects of this policy and reviewing procedure as a matter of ensuring best practice. In the event of an emergency he or she should be prepared to direct others appropriately.

7.2.1 Although participation by minors is encouraged children aged 5-12 must be accompanied by a parent or guardian with not more than 4 children to 1 parent or guardian. Children aged 13-17 must be accompanied by a parent or guardian with not more than 8 teenagers to 1 parent or guardian.

7.4 **At any event where voluntary physical work is undertaken:** An Event Controller will be appointed. The Event Controller has total overall responsibility for all aspects of the work to be undertaken, for all volunteers taking part and their briefing and adherence to those instructions, including safety/ tool talks and adherence to all manufacturers and suppliers' instructions.

7.8 **At any event taking place within premises:** The association will ensure that any hired premises are subject to good building management. Prior to any event the he building Manager will be asked to supply information in relation to building security, fire regulations and booking rules and procedures.

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- 7.8.1 In line with the building Health and Safety and Booking Policy and any other guidance offered by the building manager, The association will undertake a risk assessment to establish whether there are any potential hazards in relation to the proposed activity

8.0 Fire Prevention

- 8.1 Where applicable, written and/ or verbal instructions for ensuring safe operation of equipment and/ or use of buildings will be made available to ensure the safety of members, employees and volunteers.
- 8.2 We will seek guidance from building managers and/ or the Fire Service and other appropriate statutory bodies to ensure that premises, sites and vehicles proposed for use by the group are properly equipped with smoke /fire alarms and extinguishers.

9.0 Policy Responsibility

- 9.1 Each member has a responsibility to support the policy. In order to implement this policy we will ensure that;
- 9.2 .1 member will be designated to have responsibility for all aspects of implementing this policy,
- 9.2.2 Our policy will be communicated to all members and volunteers involved in our project
- 9.2.3 Signposting to appropriate training and guidance will be provided when required and where resources allow.

10.0 Insurance

- 10.1 The association will ensure that the Group insurance needs are properly assessed and reviewed regularly to provide cover for our members, volunteers and beneficiaries in respect of the full range of our activities. This may include;
- 10.1.1 Public liability Insurance and Special Events Insurance.

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BIG Local Keighley Valley Partnership: Equality & Diversity Policy

The purpose of the policy is :

Keighley Big Local Partnership herein referred to as the partnership is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the activities of the partnership and enhance the way we organise. The partnership aims to be inclusive; where diversity is valued, respected and built upon, recruiting and retaining a diverse team reflecting the communities we serves.

1.0 Principles

- 1.1 The partnership is wholeheartedly committed to promoting equality and diversity and to becoming a model of best practice in the voluntary and community sector.
- 1.2 We aim to encourage, value and manage diversity in service delivery. Not only are there moral and social reasons for promoting equality and diversity. We believe that our society will be stronger and more effective if we can meet the diverse needs of all our service users and attract and retain a Management Committee that reflects the community we serve.
- 1.3 The partnership recognises that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through exclusion, verbal comment, denigration, harassment, victimisation, and a failure to appreciate needs or the assumption of such needs without consultation.
- 1.4 Discrimination can be direct or indirect (where the requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified). All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. We are committed to combat discrimination in all its forms and to challenge disadvantage.
- 1.5 Service users have a duty to cooperate with the partnership to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Service Users should draw the attention of their Supervisor/ Leader to suspected discriminatory practices or to cases of bullying or harassment.

2.0 Statement of Intent

- 2.1 The partnership aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- 2.2 We aim to remove any barriers, bias or discrimination that prevent individuals and/ or groups from accessing our services, from realising their potential as a service provider and/ or volunteer from contributing fully to our society's performance.
- 2.3 We will comply with all legislation created to combat discrimination and to promote equality, following the codes of practice issued to support this legislation.

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