



Health and Safety Policy

Little Hiccups Trustees have overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Trustee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

Little Hiccups Trustees are committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the management committee.

Little Hiccups Responsibilities

The Trustee member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is Miriam Watson-Pratt.

All accidents or unsafe incidents will be investigated by Miriam Watson-Pratt on behalf of the Trustees as soon as possible and then to be reported to the Trustees at the next available Trustee meeting

Little Hiccups Trustees are responsible for:

- Assessing the risk to the health and safety of Little Hiccups volunteers and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Providing and maintaining buildings, equipment, and systems of work that are safe and without risk to health;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision in safe working methods and procedures;
- Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving;
- Encouraging Little Hiccups volunteers to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation;



- Establishing emergency procedures as required.

Volunteer Responsibilities

All Little Hiccups Volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to Miriam Watson-Pratt or another Trustee member at once.
- They record accidents or near misses at work in the accident book kept by Miriam Watson-Pratt.
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it.

Risk Assessments

The responsible Trustee member, Miriam Watson-Pratt will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- trip or event to organise
- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology

or any other reason which makes original assessment not valid.

Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the responsible Trustee member.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible Trustee member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the management Trustee chairperson. This must be in writing.



If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next available Trustee meeting

Policy agreed by Trustees on:

Signed by Chairperson:

To be reviewed:



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