

Climate Action Ilkley

Health and Safety Policy

Version no.: 1

Last updated: 16 November 2021

1 Note

This document was drafted using the information and example policies available from The Resource Centre, a community support organisation based in Brighton.¹

This policy will be reviewed every year by the group of trustees.

2 Statement of Intent

The policy of Climate Action Ilkley (CAI) is to provide and maintain safe and healthy working conditions and environment for all our volunteers and members, plus any other people who are directly affected by our activities, such as members of the public attending our events.

The main activities of CAI are to initiate and support projects to tackle the climate and ecological emergencies. These activities may include events, sometimes involving volunteers and members of the public.

3 Responsibility

Overall and final responsibility for health and safety at all events and activities organised by CAI lies with the group of trustees. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld and will be named on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

4 General Arrangements

We will have a trained first aider present at all events at which it has been determined by the relevant risk assessment that this should be a requirement.

We will make sure all attendees at events and activities are aware of the location of fire exits.

All volunteers and attendees will be made aware of the precautions they need to take as noted on the relevant risk assessment.

¹ Information about health and safety policies for voluntary groups here:
<https://www.resourcecentre.org.uk/information/health-and-safety/#appendix1>

No volunteer will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished and the last attendees have left.

CAI will hold Public Liability Insurance.

5 Risk Assessments

A risk assessment will be carried out and documented before every one-off event or series of events by completing the appropriate template, which should be available for download on the same web page as this document. This will include assessing risk as it relates to all aspects of the event including: equipment, venue, volunteers, and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

CAI may also run regular events at the same venue or using the same equipment, such as public events at the Clarke Foley Centre. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.