

Silver Salisbury Health and Safety policy

General background

Silver Salisbury takes the safety and welfare of our staff, volunteers and anyone engaged by, or working with, Silver Salisbury, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our operations.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to one of the trustees.

This policy is not part of any employment or any other contract. We, the Silver Salisbury Group, may amend this policy from time to time. in line with the needs and practices of our organisation.

1 Part 1: Policy details

1.1 What does this policy cover and who is covered?

1.2 All staff, volunteers, contractors and workers and other persons affected by the work we undertake are covered by Silver Salisbury's health and safety policy.

1.3 Our policy is to:

- a) understand the health and safety risks arising from our work and activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees, contractors and volunteers on matters affecting their health and safety
- d) provide the necessary information, instruction and supervision for employees and volunteers
- e) ensure all employees and volunteers are competent to do their tasks, and to give them adequate training
- f) Reduce the likelihood of all reasonably foreseeable accidents
- g) review and revise this policy as necessary at regular intervals

2 Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within Silver Salisbury is jointly the trustees

2.2 The person who has been delegated the responsibility for ensuring that our policy is implemented is Irene Kohler, Chair of the Board of Trustees

Name and job title	Responsible for:
Jonathan Gapper - trustee	First aid help – first aid at work trained through RFU and Scouting
Lead trustee per event	Fire safety, in the form of fire marshal duties, fire exit assistance to less able visitors and volunteers

2.3 All those covered by our policy must:

- a) Co-operate with our relevant employees and trustees on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs [2.1] and [2.2] above.)

3 Part 3: Arrangements

3.1 Consultation with volunteers

Our Volunteer Representative(s) for H&S:	Moira Packer
Consultation with Volunteers is provided by	Irene Kohler

3.2 Risk Assessments

Risk assessments will be done by	Jonathan Gapper
Action identified will be done by	Lead trustee for that event
Risk assessments will be reviewed by	Irene Kohler and/or the venue representative

3.3 Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	The venue being rented
The Employers Compulsory Liability Insurance certificate is displayed at	Held digitally by the trustees
The Competent Person for Health and Safety Advice is	Any of the trustees

3.5 Accidents, First Aid and Work-Related Ill-Health

First Aid equipment/boxes are located at	First aid point identified at each venue being rented
The designated first aiders are	Jonathan Gapper or the nominated event first-aider
The accident recording book is located at	First aid point identified at each venue being rented

3.6 Monitoring and Review

Accidents, incidents and near misses should be reported to	Any trustee
Accident Investigations will be undertaken by	A trustee
Where required, RIDDOR reports will be completed by	A trustee

3.7 Emergency Procedures, Fire and Evacuation

The Fire risk assessment will be undertaken by	The venue being rented or activity organiser
Fire extinguishers will be checked routinely by	The venue being rented
Fire exit routes and doors will be checked by	The venue being rented, the activity organiser and/or the lead trustee for that event
The fire alarm will be tested	According to the venues fire safety schedule
The emergency evacuation assembly point is	Displayed by the venue being rented and the organiser has identified it prior to activity starting

Signed



Jonathan Gapper

Date 14/07/2025

Reviewed and approved by the board of Trustees on 10 September 2026

Review date 10/9/26