

Voice of Freedom

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Health and Safety Policy

The Voice of Freedom management committee has 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 committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Voice of Freedom management committee is committed to ensuring that all the organisation's activities are safe and it will do what it reasonably can to provide for the health, safety and welfare of all volunteers, staff and visitors, ensuring that risks to volunteers, staff and visitors are minimised at all times and accidents are prevented.

It is recognised that the Health and Safety at Work Act 1974 does not legally apply to Voice of Freedom as it is not an employer. However, Voice of Freedom is still committed to following its approach and principles where reasonably practicable.

This policy will be reviewed annually by the management committee.

Signed

Print name

Date

Next review date

Responsibilities for health and safety

Implementation and Monitoring

The committee member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is Alex Grant, the Chair of Trustees.

All accidents or unsafe incidents will be investigated by Alex Grant on behalf of the committee as soon as possible and will then be reported to the committee at the next available committee meeting and to the relevant authorities if required.

Management Committee Responsibilities

The management committee is responsible for:

- assessing the risk to the health and safety of volunteers, staff and visitors and identifying what measures are needed to comply with its health and safety obligations
- ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of travelling, entering and leaving
- providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required
- encouraging volunteers and staff to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- making first aid arrangements and/or checking first aid arrangements have been made
- establishing emergency procedures as required
- putting in place appropriate public liability insurance

Volunteer Responsibilities

All Voice of Freedom volunteers will ensure that:

- they are aware of the contents of this health and safety policy
- they comply with this policy
- they co-operate with the management committee on health and safety matters
- 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 Alex Grant or another committee member at once

- they record accidents or near misses at work in the accident log, details of which will be supplied to them when they begin their volunteer period
- they are aware of all fire procedures for the area in which they are working, where applicable
- any personal equipment used is fit for purpose and has been maintained so as not to pose a risk to their health and safety or the health and safety of others
- they explain to those attending the event what measures have been put in place to protect their health and safety (including fire safety) and any expectations on them
- if they identify anything that they think could be in any way unsafe, they will report it

Risk Assessments

The responsible committee member Alex Grant will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be carried out when there is a trip or event to organise and will be reviewed at appropriate times, such as when there is a:

- 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, appropriate health and safety training will be provided to volunteers 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 committee member.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee 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 committee chairperson. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the management committee.

Last reviewed: 22 October 2021