

FOOPA - Health and Safety Policy

Introduction

FOOPA 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, members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The FOOPA Management Committee is 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 members, volunteers and visitors ensuring that risks to all parties are minimised.

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.

1. FOOPA Responsibilities

A Committee member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is assigned at each AGM. In addition, each event/activity will have an owner who is responsible for the risk assessment of the event and venue.

All accidents or unsafe incidents will be investigated by the event owner, Chair/Host on behalf of the Committee as soon as possible and then to be officially reported to the Committee at the next meeting.

FOOPA is responsible for

- Assessing the risk to the health and safety of members, volunteers and guests and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues and/or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment it is responsible for or expected to use is safe and well maintained;
- Providing information, instruction, training and supervision to all in safe working methods and procedures as required;
- Encouraging members, volunteers and guests to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required.

2. Volunteer/Member Responsibilities

All FOOPA Volunteers/Members will ensure that:

- They are aware of the contents of this safety policy as appropriate;
- 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 the event Chair/Host, or another Committee member at the earliest opportunity;
- Accidents and near misses are recorded in the accident log, kept with the FOOPA filing;
- They are aware of all fire procedures for the venue/area in which they are working;
- If they identify anything which they think could be in any way unsafe, they will report it as described.

3. Risk Assessments

The responsible event Chair/Host or event organiser 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/venue;
 - significant change in activity;
 - transfer to new technology,
- or any other reason which makes the original assessment not valid.

4. Training

To comply with legislation and to promote the health, safety and welfare of all those participating in FOOPA events, health and safety training will be provided as follows:

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

All Committee Members will be reminded of the Policy and their responsibilities at the first committee meeting following the AGM, or on appointment.

5. Resolving health and safety problems

Any person at a FOOPA event or activity with a health and safety concern must first tell a Committee member or Chair/Host.

If, after investigation, the problem is not corrected in a reasonable time, or it is decided that no action is required but the person is not satisfied with this, the person may then refer the matter to the Management Committee Chair. This must be in writing.

If the person is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Management Committee.

Date of signature/ratification of policy (or the date was this policy adopted by the FOOPA) to be recorded in Management Committee minutes.

Document History

0.1	Draft issued for review/comment. Sharon Morris. Based on template provided.	12 December 2022

Definitions

FOOPA – Friends of Old Portsmouth. A not for profit group based in Old Portsmouth.

The Management Committee – Group responsible for FOOPA and organising meetings and activities aimed at the membership and their guests of interest to the group.

Members – Those households who have a current subscription to FOOPA.

Chair – The head of the FOOPA Management Committee and hence the organisation.

Event Host/Owner – The person organising or hosting a particular FOOPA event or activity. This could be the Chair. Often the event is organised by one person and is hosted by another.

Standard Risk Assessment Items

A risk assessment for an activity/event could include, but is not limited to, the following:

1	Any advanced booking or ticketing should not allow the venue/room occupancy to be exceeded.
2	Any event with 'on-the-door' arrivals should not allow the venue/room occupancy to be exceeded.
3	All FOOPA-run meetings and activities should have a designated Chair or Host. This may or may not be the event organiser/Social Secretary.
4	The Chair or Host should be aware of the emergency escape arrangements and make all event attendees aware of their location at the start of the event.
5	Routes to exit points should be kept clear of obstacles.
6	Cables for equipment, for example laptops and projectors, should not trail across walkways.
7	Where food is offered at an event it should be appropriately labelled. General warnings concerning nuts and other allergens should be displayed. For more details see: https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events
8	Any spillages should be cleared promptly.
9	Arrangements for the timely clearing and disposal of rubbish should be established.
10	Any equipment should only be used by those trained to do so.
11	Any equipment to be used by other than their owner, provided to FOOPA for an event, is assumed to be safe, electrically tested and so on as necessary.
12	Any assessment of a venue should consider the ability and accessibility needs of those likely to be attending and necessary measures put in place.
13	Any safety or security arrangements specified by the venue must be followed.
14	Appropriate insurance must be in place for any event/venue used and activity, whether this is for the venue or FOOPA's. For example, see: https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf

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