

Wells Community Network (WCN)

Health & Safety Policy

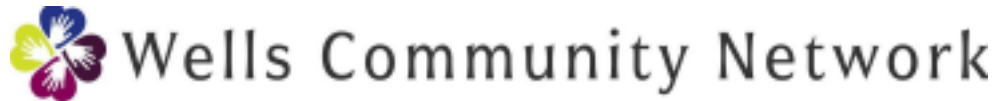
Contents

1. General Statement of Policy
2. Health & Safety Policy Statement
3. Responsibility for Implementing Health and Safety

1. General Statement of Policy

The policy of Wells Community Network CIC is to provide and maintain a safe and healthy working and meeting environment for all our volunteers, service users, employees, contractors and any other people who are directly affected by our activities, such as members of the public at our events, activities and meetings.

This Health and Safety Policy describes how Wells Community Network manages the risks to the health and safety of its employees/ contractors/volunteers /service users and others affected by the way it conducts its business activities. This includes the health and safety objectives, how health and safety risks are managed and the health and safety organisational structure and responsibilities.



Wells Community Network believes that a positive health and safety culture characterised by both collective and personal ownership of health and safety matters in the working environment, supported by practical health and safety procedures and commitment from the WCN Board of Directors, will achieve high health and safety standards.

2. Health and Safety Policy Statement

Overall and final responsibility for health and safety at all events, meetings and activities organised by Wells Community Network CIC lies within the Core Group. This responsibility is delegated to a named volunteer for each event, activity or workstream. This volunteer will be responsible for ensuring that the policy is upheld:

- WCN Helpline the Health & Safety volunteer is P.E Leigh
- WCN Volunteers & Marshalling the volunteer is V. Payne
- WCN Vaccination marshalling the volunteer is C. Mohide
- WCN Trishaw Project the volunteer is N. Hall
- WCN Ukraine hub
 - Mondays K. Deverell
 - Thursdays C Chettoe

- WCN weekly core group meetings - rotating Chair.
- WCN Network Meetings P. Welch
- WCN Stakeholder Conference - V. Payne

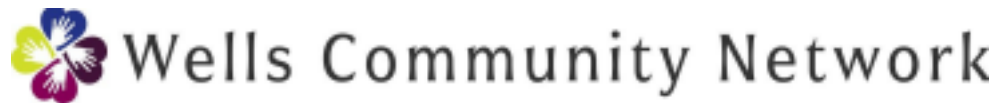
For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

3. General arrangements

The main activities of the Wells Community Network CIC are to respond to the needs of the local community, these activities include but are not limited to:

- Operating a telephone helpline to respond to requests from service users for help with lifts, shopping, prescription delivery and signposting- including delivery of flyers.
- Providing marshalling and administrative support for the COVID 19 vaccination clinic in St Thomas Church Hall.
- Providing marshal and volunteer support for partner organisations.
- Running a Cycling Without Age Trishaw cycling scheme.
- Running a physical Ukraine hub, which includes meetings, social gatherings and language lessons for local refugees and support for their sponsors.
- Hosting Network Organisation meetings
- Pop up marketing and publicity events
- Fundraising events
- Volunteer social activities.

A risk assessment will be carried out before every one off event and every regular activity including committee meetings. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities. All general risk assessments will be reviewed at least once a year.



We will have a trained first aider present at all events which are open to the public.

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

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

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

Wells Community Network CIC will hold Public Liability Insurance