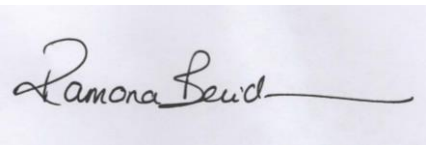


# Health and Safety Policy – Reading Families’ Forum 2021 - 2024

This is the statement of general policy and arrangements for: **READING FAMILIES’ FORUM**

**RAMONA BRIDGMAN, CHAIR** has overall and final responsibility for health and safety

**Forum Trustees** have day-to-day responsibility for ensuring this policy is put into practice

| Statement of general policy  | Relevant Information  | Responsibility of: | Action/Arrangements (What are you going to do?)   |
|--|---|--------------------|---|
| <b>Preventing accidents and cases of work-related ill health by managing the health and safety risks in the workplace.</b>   | Our staff work in their own homes or at premises belonging to other companies.                  | All                | All to alert company owning premises immediately of any hazards such as trailing wires, spillages etc.<br><br>Risk assessments in place for each event.                                       |
|  | Safety in the home.   | Employee           | Risk of eye and repetitive strain injury from computer work. Employees and contractors to alert Chair to any concerns.  |
| <b>Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work</b> |   | Chair and Trustees | Provide copies of policies to employees and contractors.  |
|  |   | Fran Morgan        | Provide basic information about children’s needs before coffee evenings.  |
| <b>Employees travelling to events</b>  |   | Chair              | Encourage employees to take out business motor insurance<br><br>Ensure employees do not carry heavy loads such as equipment for events. Trustees to assist in unloading cars where necessary. |
| <b>Safety of families attending events</b>   | Held at premises owned by other companies   | Trustees           | Ensure up to date risk assessment for each event.   |
| <b>Covid diseases</b>  | Our members include several clinically extremely vulnerable young people and parent carers      | All                | Follow the advice of Public Health England as stated on the government website and include steps for clinically extremely vulnerable people.<br>Complete risk assessment for each event.      |
| Signed: *<br>(Employer)  |              | Ramona Bridgman    | Date: September 2021  |
| Report all incidents to Chair asap   | Policy to be reviewed at least every 3 years by trustees and following any incidents of concern |                    |   |