



Ability Consultancy (NW) Ltd Health and Safety Policy

Statement of intent

1. The policy of the Ability Consultancy is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the Ability Consultancy lies with the Directors. This responsibility will be delegated to the lead director of Claire Buckle if present if not the lead deliver for each event or activity. The deliver will be responsible for ensuring that this policy is upheld.
2. For our management committee meetings, the responsible person is: Claire Buckle
3. For all other events, the responsible person will be named in advance, and their name will be noted on all relevant risk assessments. All people attending activities and events will be made aware of who is responsible for health and safety.

General arrangements

1. The main activity of the Ability Consultancy is to organise education and activity sessions for local community groups and businesses, mostly at their premises, and the Ability Consultancy will abide by their own Health & Safety policies. A risk assessment will be carried out before every one-off event. This will include assessing risk related to all aspects of the event, including equipment, venue, volunteers, and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. Ability Consultancy may also run regular events at the same venue or using the same equipment. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.
3. We will have a trained first aider present at all events which are open to the public.
4. We will ensure all volunteers and deliverers at events and activities know the location of fire exits.
5. All volunteers and deliverers will be made aware of the precautions they need to take, as noted on the relevant risk assessment.
6. When delivering on behalf of an organisation, a member of staff will be present for the duration of the session. If a deliverer is delivering a community event on their own, there will be an emergency telephone number to ring. All deliverers should stay at an event until it is finished and the last attendees have left.
7. Ability Consultancy will hold Public Liability Insurance

Review

This policy will be reviewed every year

Date...01/04/2024.....

Signature (Director) ... 