



Cardiff Transition – Health and Safety Policy

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1. Statement of intent

The policy of Cardiff Transition 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.

2. Responsibility

The Health and Safety requirements at events arranged by Cardiff Transition will necessarily vary according to the nature of each event.

At all events:

- All participants have the responsibility to achieve an environment conducive to health and safety and to take reasonable care of themselves and others.
- Participants should never operate equipment without adequate training and only use the equipment in line with the manufacturer's instructions.
- Volunteers must always act in a reasonable manner with due regard and respect for themselves and others.
- Volunteers should avoid situations that might endanger themselves or others.

At any event advertised as open to the public:

- An Event Controller must be appointed. The Event Controller is responsible for determining the location of emergency exits and considering evacuation procedures, and the location of a First Aid box. In the event of an emergency he or she should be prepared to direct others appropriately.
- Whenever participants notice a health or safety problem they are unable to put right, they must inform the Event Controller immediately. At any event where voluntary physical work is undertaken:
- An Event Controller must be appointed. The Event Controller has total overall responsibility for all aspects of the work to be undertaken, for all volunteers taking part and their briefing and adherence to those instructions.

The Event Controller will brief everyone taking part on the emergency procedure to follow.

- Whenever participants notice a health or safety problem they are unable to put right, they must inform the Event Controller immediately.
- A suitable, clearly labelled, fully stocked, portable First Aid box will be available.
- Children aged 5-12 must be accompanied by a parent or guardian with not more than 4 children to 1 parent or guardian.
- Children aged 13-17 must be accompanied by a parent or guardian with not more than 8 teenagers to 1 parent or guardian.
- Children must remain at a safe distance from potential water hazards at all times.



If Cardiff Transition should acquire premises, then a risk assessment will be undertaken which will involve:

- establishing whether there are any potential work hazards, measuring the effectiveness of existing control measures and if necessary implementing additional control measures;
- recording the significant findings of the assessment;
- setting out in a health and safety scheme the measures to be taken to reduce or remove the risks identified.

Adopted on: 10th October 2017

Review Date: AGM