



Title of Policy/Procedure: **HEALTH & SAFETY POLICY**

Ratified by MC (Chair Signature): .....

Date of ratification by MC: .....

Review Date: .....

**STATEMENT OF INTENT**

The intention of this policy is that CADA NI provides and maintains safe and healthy working conditions and environments for all our staff, members, volunteers and other people who are directly affected by our activities, such as members of the public at our events.

**RESPONSIBILITY**

Overall and final responsibility for health and safety at all events and activities organised by the CADA NI lies with the Management Committee. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For all 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.

**POLICY IMPLEMENTATION**

1. The main activity of the CADA NI is to organise Member activity, training and support and public engagement events. A risk assessment will be carried out before every event. 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.
2. We will ensure that there is access to a first aid box at all events which are open to the public and all volunteers know where it can be found.
3. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits and evacuation procedures.
4. All volunteers and staff will be made aware of the precautions they need to take, as noted on the relevant risk assessment.
5. 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.

6. CADA NI will hold Public Liability Insurance to cover its activities.