

# **Health and Safety policy: SEND Butterflies South Coast**



## ***Statement of intent***

1. The policy of SEND Butterflies South Coast 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 SEND Butterflies South Coast lies with the management committee. At least two committee members will be present for each event or activity. They will be responsible for ensuring that this policy is upheld.
2. For our management committee meetings, all committee present assume responsibility.
3. For all other events those committee members in attendance will be responsible and this will be noted on any associated risk assessments. Any group supporters involved will be made aware of who is responsible for health and safety.

## ***General arrangements***

1. The main activity of SEND Butterflies South Coast is parent carer support via our coffee mornings and drop-in sessions. A risk assessment will be carried out before any one-off 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. SEND Butterflies South Coast run regular events at the same venue, Portsmouth Carers Centre, using the same equipment; such as our committee meetings and coffee mornings. 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 make sure all committee and group supporters at events and activities are aware of the location of fire exits.
5. All committee and group supporters will be made aware of the precautions they need to take as noted on any relevant risk assessment.
6. No committee member or group supporter will run an event or activity on their own, and at least two committee or group supporters should stay at an event until it is finished and the last attendees have left.
7. SEND Butterflies South Coast will hold Public Liability Insurance

Review

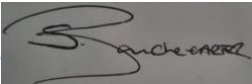
This policy will be reviewed every year

Date: 17th August 2024

Signature (Chair).......... Name: Pala Wright

Signature (Vice Chair).......... Name: Michaela Mould

Signature (Secretary).......... Name: Danielle Preston

Signature (Safeguarding).......... Name: Sharlene Bouche-Carter