



Introduction

This health and safety policy applies to all Power Up North London (PUNL) Directors and other volunteers and staff when working on PUNL business, including, site visits, events and in-person meetings. Our staff and volunteers are a key resource and our commitment to their health and safety is recognised by this policy document.

PUNL Directors have overall responsibility for health and safety, and for ensuring that PUNL fulfils all its legal responsibilities to all volunteers and staff. The Directors will provide the necessary funds and resources (if any) to put this policy into practice.

1. The PUNL Directors' responsibilities

Day to day responsibility for ensuring this policy is put into practice is delegated to PUNL directors. Directors will:

- a) Advise the Chair of any matter of concern and the resources needed to meet Health and Safety requirements.
- b) Minimise risks, identify hazards and take steps to prevent accidents, the spread of illnesses or fires breaking out.
- c) Endeavor to develop and maintain a working environment in which there is an awareness of the vital importance of health and safety. This will form part of the induction process for all staff and volunteers.

2. Volunteer and Staff Responsibilities

All PUNL Staff and Volunteers will ensure that:

- They take reasonable care of their own health and safety of and that of all other persons they come into contact with while undertaking PUNL activities.
- They will report all accidents, or unsafe situations, and any near misses involving PUNL volunteers and staff (things which could have led to an accident), to the Chair or another PUNL Director.
- To ensure that no unnecessary risks are taken in pursuance of their duties, and that all practical steps are taken to ensure the health, safety and welfare of staff, members and volunteers when working on PUNL business.

3. Risk Assessments

- The directors will ensure that all activities take place in an environment where appropriate risk management procedures have been carried out.

- Equipment should be fit for purpose, used safely, by appropriate personnel and in accordance with instructions.
- Any activities should be undertaken in such a way so that all those involved contribute positively to their own health and safety.
- Training on health and safety will be given in proportion to the responsibility being exercised.
- Particular attention will be paid to fire precautions, emergency procedures and physical security of premises being visited.
- Any food and drink will be served in accordance with environmental regulations.
- First aid requirements will be considered by the group .

Date of signature/ratification of policy (or what date was this policy adopted by the directors)