

# Health and safety policy

**This is the statement of general policy and arrangements for Friends of Skelmanthorpe Textile Heritage Centre**

*David Collins - Trustee*

*David collins*

<b>Statement of general policy</b>	<b>Responsibility of: David Collins</b>	<b>Action/Arrangements</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		Ensure all volunteers are aware of risks. See below
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work		Issue all guides/ volunteers with H&S info. sheet .
Engage and consult with volunteers on day-to-day health and safety conditions		Feedback on each Heritage Centre open day.
Implement emergency procedures – evacuation in case of fire or other significant incident.		One room up - one down. Only one door limited choices.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		Electric and fire equipment maintenance agreements.
Signed: ( <i>Trustee</i> )		Date:

You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed **on wall upstairs by loom.**

First-aid box is under table by front door.

Accident book is with first aid box:

Date:

# Risk assessment

All employers must conduct a risk assessment.  
If you have fewer than five employees you don't have to write anything down.

Company name:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Guided visits	Visitors, guides, volunteers generally	Identified risk areas on risk assessment detail form.	No	Trustee with Health and Safety responsibility	Annually	Yes annual

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Combined risk assessment and policy template published by  
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