NVCA Health and Safety Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of: NVCA (Newchurch Village Community Association)

Our health and safety policy is to:

- prevent accidents

- manage health and safety risks in our environment

- provide clear instructions and information to perform our tasks

- provide personal protective equipment when necessary

- consult with our members / volunteers on matters affecting their health and safety

- provide and maintain safe equipment

- ensure safe handling and use of substances

- maintain safe and healthy working conditions

- ensure suitable risk assessments are carried out for individual events and projects.

- implement emergency procedures, including evacuation in case of fire or other significant incident

- review and revise this policy regularly

Signed : Danny Allen

Date : January 2026

Print name : Daniel Allen

Review date : January 2027

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety: Daniel Allen

2. Day-to-day responsibility for ensuring this policy is put into practice: Fiona Heppleston

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Daniel Allen and Fiona Heppleston : safety, risk assessments, consulting members / volunteers, accidents, first aid. maintaining equipment e.g. petrol lawnmower

4. All members / volunteers should:

- co-operate with supervisors on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment - We will complete relevant risk assessments and take action.

- We will review risk assessments when working habits or conditions change.

Training - We will give members and volunteers health and safety induction and provide appropriate training when using unfamiliar equipment.

- We will provide personal protective equipment.

Consultation - - We will review this policy annually

Evacuation – we will use the location's existing evacuation policy