



Health & Safety Policy

Oakley Community Association (OCA) is committed to ensuring activities are safe for all taking part.

This policy applies to all trustees, volunteers and those using services provided by OCA. OCA does not have any paid staff at this time.

We will ensure that:

1. comprehensive insurance cover and supporting paperwork are kept up to date
2. a written risk assessment is agreed before each event or activity
3. those participating in activities are given clear safety guidelines
4. a first aider is present at activities where there is risk ie Fun Runs and Fireworks. An up to date first aid box is provided
5. all equipment is PAT tested annually with a record retained by the Secretary
6. any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of any accident
7. volunteers are giving a safety briefing before each activity and where appropriate wear hi vis or other protective equipment
8. businesses engaged to provide food, drink or other stallholders meet the appropriate legislation
9. Over £500 cash is transported by two volunteers, one of whom is a Trustee of OCA

We are committed to reviewing our policy and good practice every three years unless relevant statutes change at lesser intervals.

Agreed at OCA trustees' meeting 19 April 2018

Reviewed and confirmed at trustees' meeting 23 July 2020

Reviewed and agreed at trustees' meeting 22 June 2023