THE NETWORK OF INTERNATIONAL WOMEN FOR BRIGHTON & HOVE

HEALTH AND SAFETY POLICY

Statement of intent
The policy of the Network of International Women for Brighton and Hove is to provide and maintain safe and healthy 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
Overall and final responsibility for health and safety at all events and activities organised by the Network of International Women for Brighton and Hove lies with the steering group. This responsibility will be delegated to a named member of the steering group for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For our weekly creative and monthly health and wellbeing sessions the responsibility lies with the Trustees/members of the steering group in attendance.

For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements
The main activity of the Network of International Women for Brighton and Hove is to provide a safe space for women from diverse cultures and backgrounds to meet, share experience, knowledge and support one another. A risk assessment will be carried out before every 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.
The Network of International Women for Brighton and Hove may also run regular events at the same venue or using the same equipment, such as our weekly creative and monthly health and wellbeing sessions. 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.
- We will ensure there is a first aider available at all events which are open to the public.
- We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
- All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.
- The Network of International Women for Brighton and Hove will hold Public Liability Insurance.

Review
This policy will be reviewed every 2 years