

MCT DURHAM PCF HEALTH AND SAFETY POLICY 2023



At MCT DURHAM PCF, we are committed to protecting the health and safety of all trustees, volunteers, and service users.

It is the general policy of MCT to provide adequate control of the health and safety risks arising from our activities:

- We will provide, maintain, and oversee safe and healthy working conditions, equipment, and systems of work for all trustees, volunteers and service users.
- We will provide such information, training, and supervision as is needed for this purpose.
- We will ensure that all trustees and volunteers are competent to do their tasks and give them adequate training.
- The welfare of everyone we work with is central to all our work.
- Our policies and procedures in relation to safeguarding are outlined in our Safeguarding Policy.

Responsibilities

- Day to day responsibility for ensuring this policy is put into practice at all MCT meetings and events is delegated to the Lead Volunteer on any given event. The lead volunteer will be decided at the charity steering group prior to the event.
- All trustees and volunteers have a duty to:
 - Co-operate with the charity steering group on health and safety matters.
 - Not interfere with anything provided to safeguard their health and safety.
 - Take reasonable care of their own and others' health and safety.
 - Use equipment correctly in accordance with training and instructions.
 - report all health and safety concerns to an appropriate person.

Risk assessment

- Risk assessments of our community events e.g. Conferences & coffee mornings will be carried out annually by the charity steering group.

Responsibility for observing the decisions made in the risk assessment lies with all trustee members and volunteers.

- The charity steering group will check at quarterly intervals that the action/s have been taken and the risks have been removed/reduced.
- Risk assessments of each activity will be carried out by the volunteer who is planning that activity. That volunteer is responsible for liaising with the Lead Volunteer in charge to ensure hazards are dealt with as outlined in the risk assessment.

First aid and accidents

- The First Aid Box for events will be brought to the session by the Lead Volunteer. The charity steering group is responsible for checking the contents every quarter.
- Every Lead Volunteer will have up to date first aid training
- All accidents are to be recorded in the Accident Book. The book is located in the first aid box.

Behaviour management

- Anyone displaying abusive or violent behaviour will be asked to leave the event.

Reasonable level of risk

We will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. We therefore aim to protect trustees, volunteers, and service users from unnecessary and high risk, and provide guidance and support to help everyone manage some risk for themselves.

Review of policy or procedure

Date of last review	N/A
Date of next review	AGM 2 nd July 2024
Date it was first implemented	18/4/23
Author(s)	MCT Durham PCF CIO Trustees
Audience	All MCT Durham PCF CIO Trustees and Volunteers