

Prestwood Community Association (PCA)

Health and Safety Policy

Statement of intent

The policy of the Prestwood Community Association (PCA) is to provide and maintain safe and healthy working 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 PCA lies with the management committee. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For our periodic management committee meetings the responsible person is the Group's Secretary.

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.

Whilst PCA will seek to arrange finance and approvals for projects, and organise the implementation and delivery of such projects, this does not necessarily mean that PCA will own or operate projects once implemented and delivered. Subsequent 'owners' will be identified and documented when defining the project, and their responsibility for healthy, safe operation made clear.

General arrangements

A risk assessment will be carried out at the stage of proposing and scoping any project.

A risk assessment will also be carried out in respect of physical meetings. Appropriate precautions will be taken to minimise hazards at all events and activities. Where we run periodic events at the same venue or using the same equipment, in this case we may 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 seek to have a trained first aider present at events which are open to the public.

All volunteers and staff will be made aware of necessary information, such as location of fire exits, and any precautions they need to take as noted on the relevant risk assessment. No volunteer or member will run an event or activity on their own, and at least two volunteers or members should stay at an event until it is finished and the last attendees have left.

Public Liability Insurance

PCA holds appropriate Public Liability Insurance

Review

This policy will be reviewed every year

Date: 17th December 2025

Signed and approved by:

Karen Pither (Chair)

Robert Gibson (Treasurer)