**Standard Operating Procedure (SOP)**

**Health and Safety**

**HAS-011-01**

**Purpose**

The purpose of this Standard Operating Procedure (SOP) is to outline the procedures for ensuring the health and safety of all individuals associated with Out There Exeter (the "charity"), including staff, volunteers, trustees, beneficiaries, members of the public, and any person who participates in or visits a charity event or workplace.

**Scope**

This SOP applies to all premises, activities, and events organised or managed by the charity.

This SOP is to be adhered to in accordance with the Values and Principles, the Behaviour and Conduct, and Safeguarding SOPs.

**Responsibilities**

* **Trustees:** the trustees of the charity have overall responsibility for ensuring the health and safety of all individuals associated with the charity.
* **Designated Health and Safety Officer:** the charity will appoint a Designated Person who is responsible for implementing and monitoring the health and safety policy.
* **Staff and Volunteers:** All staff and volunteers have a responsibility to take reasonable care of their own health and safety and to not put themselves or others at risk.

**Procedures**

1. **Risk Assessment**
   1. The charity will carry out risk assessments for all activities and events.
   2. Risk assessments will identify potential hazards, assess the risks associated with those hazards, and implement appropriate control measures.
   3. Risk assessments will be reviewed regularly and whenever there is a change in activities or circumstances.
2. **Control Measures**
   1. The charity will implement a range of control measures to minimise the risks to health and safety. These control measures may include:

* Safe working practices
* Personal protective equipment (PPE)
* Fire safety procedures
* First aid procedures
* Training
  1. The charity will implement a fire safety plan that includes:
* Evacuation procedures
* Fire alarm testing and maintenance
* Fire extinguisher training
  1. The charity will ensure that there is a qualified first aider on site when staff, volunteers, or beneficiaries are present.
  2. Control measures will be regularly reviewed and updated as necessary.

1. **Accident Reporting**
   1. All accidents, incidents, and near misses must be reported to the designated Health and Safety Officer.
   2. The designated Health and Safety Officer will investigate all accidents, incidents, and near misses and take appropriate action to prevent them from happening again.
2. **Record Keeping**
   1. The charity will keep accurate records of all risk assessments, accidents, incidents, and near misses.
   2. Records will be kept securely and confidentially in accordance with the charity's data protection policy.
3. **Training**

The designated Health and Safety Officer will receive training on health and safety. Training will be provided on an ongoing basis, and will cover:

* Risk assessment
* Safe working practices
* Fire safety
* First aid

1. **Contact Information**
   1. Designated Health and Safety Officer:

Email:

Phone Number:

* 1. Designated First Aider:

Email:

Phone Number:

**Review and Revision**

This SOP will be reviewed and revised annually to ensure that it remains relevant and effective, or as needed to reflect changes in the charity's strategies or the regulatory environment.

**Compliance**

Failure to comply with this SOP may result in investigation and disciplinary action, up to and including dismissal for employees and termination of volunteer appointments and membership of the charity, and a vote on removal of trustee.

**Version Control**

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| **Version:** | V1.1 FINAL |
| **Date of approval:** | 01/12/2023 |
| **Date of next review is due:** | 01/12/2024 |