

RRN HEALTH AND SAFETY POLICY STATEMENT

Last reviewed: 10/02/2025



Health and Safety at Work etc Act 1974

This is the health and safety policy statement of Rural Refugee Network. Our statement of general policy is to:

- Prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace and during events and social gatherings.
- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
- Engage and consult with employees and volunteers on day-to-day health and safety conditions.
- Implement emergency procedures such as evacuation in case of fire or other significant incident.
- Review and revise this policy as necessary at regular intervals.

1 Responsibilities

1.1 Introduction

The Trustees of Rural Refugee Network have overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of trustees and volunteers to uphold this policy and it is the duty of the trustees to provide the necessary funds and resources to put it into practice.

The Trustees of Rural Refugee Network are committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members of staff and visitors thus ensuring that risks are minimised at all times.

The Trustees will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it. This policy will be reviewed annually by the Board of Trustees.

1.2 The Trustee Responsibilities

The Trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is Anne Tutt (H&S Trustee).

The H&S Trustee is responsible for:

- Assessing the risk to the health and safety of volunteers, members of staff, visitors and vulnerable persons that we support and identifying what measures are needed to comply with our health and safety obligations.

Overall and final responsibility for health and safety is that of the H & S Trustee and the Board of Trustees however, day-to-day responsibility for ensuring this policy is put into practice is delegated to the CEO. The task of ensuring that this policy is brought to the attention of all members of staff and volunteers will be the CEO's responsibility.

During the course of a year a number of fund-raising events and meetings are held. For each of these, an Event Manager will be identified and will either be the CEO, The Fundraising Trustee or someone appointed to that role:

The Event Manager is responsible for:

- Ensuring that venues for events or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving
- Ensuring that equipment is safe and well maintained
- Providing information, instruction, training and supervision to supporting volunteers in safe working methods and procedures as required
- Encouraging volunteers to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required

All accidents or unsafe incidents will be investigated by the CEO on behalf of the Trustees as soon as possible and then be reported to the Trustees at the next available meeting or sooner if appropriate. In the event that the incident occurred at a fundraising event a decision will be taken by the CEO as to whether she should investigate the matter or it should be done by the Fundraising Trustee. In the event of a significant/serious accident or incident the CEO will report the matter to the

H & S Trustee immediately and simultaneously/as soon as possible thereafter to the Board of Trustees.

1.3 Risk Assessments

The Event Manager, H&S Trustee or CEO will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- trip or event to organise
- change in legislation
- change of premises
- change in any new equipment or technology
- or any other reason which makes the original assessment no longer valid.

The risk assessment should be in writing and will need to consider the risks associated with an activity and the steps to be taken to minimise those risks.

1.4 Volunteer Responsibilities

All Rural Refugee Network volunteers will ensure that:

- They are familiar with the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the CEO or the H & S Trustee as soon as reasonably practicable. In the event of an incident at a fundraising event the matter should be referred to the Event Manager.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe they will report it.

1.5 Training

Induction training will be provided for all employees and volunteers by the CEO either in person or by her delegated representative.

Further training, if identified as relevant and necessary, will be provided to all volunteers and members of staff and the CEO will have overall responsibility for training and report to the Board of Trustees on this subject from time to time. In either/both of the above circumstances the CEO will organise appropriate training in circumstances in which she is not qualified to deliver that training herself. Consideration will be given specifically to training on the introduction of new technology/equipment, where there is a change to the venue for events or where a risk assessment identifies a specific need for further training. Any induction training necessary for fundraising events will be the responsibility of the CEO or the Event Manager to organise and implement and can be provided either by one of them or delegated to another.

2 Accidents, first aid and work-related ill health

A first aid box will be taken on all trips. Ordinarily when RRN puts on an activity or event the responsibility for providing First Aid facilities will lie with the venue/organisation hosting the event. It will be the responsibility of the CEO or Events Manager to check that such facilities are in place.

RRN's appointed first aider is Kath Lawrence.

All accidents are to be recorded in the accident book. The book is kept by the CEO.

3 Emergency procedures – fire and evacuation

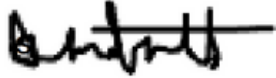
The Event Manager /CEO will take reasonable steps to check that the properties used for meetings and events have identified escape routes and fire extinguishers.

The CEO/Event Manager will ensure that visitors and volunteers attending a RRN event are aware of escape routes.

We are committed to reviewing our policies annually.

This policy was last reviewed on **10th February 2025**.

Signed

A handwritten signature in black ink, appearing to be 'S. Smith', written over a horizontal line.

Safeguarding Lead on Board of Trustees

Dated 10/2/2025