

ACORN CANCER SUPPORT GROUP



HEALTH AND SAFETY POLICY STATEMENT

Part 1 Statement of Intent:

Our Health and Safety Policy is to:

Prevent accidents and any damage to health of those who attend our meetings.

Manage health and safety risks in the various locations we may meet to provide support to:

- Our members (cancer patients and their carers)
- the volunteers there to serve them,
- the professional therapists contracted on sessional basis to provide treatments to members,
- occasional visitors

Ensure all Trustees and volunteers have enhanced DBS checks

Provide clear instructions and information, and adequate training to ensure that volunteers who both coordinate and undertake activities at meetings are competent to do their job

That arrangements are in hand to access first-aid support at meetings either through a member of Acorn's own volunteer team or the venue itself

Consult with volunteers and members on matters affecting their health and safety

Ensure safe arrangements for food hygiene and handling in the preparation of sandwiches and light refreshments at meetings

Implement emergency procedures, including evacuation in case of fire or other significant incident

Review and revise this policy regularly

Part 2: Responsibilities for Health and Safety

1 The overall and final responsibility for Health and Safety is held by the Board of Trustees

2 The day to day responsibility for ensuring this policy is put into practice lies with the Venue Coordinators:

Ramsey : Rob McNish (Under the direction of the board of Trustees)

Huntingdon and St Ives: Simon Townend

3 To ensure standards are maintained/improved, the following people have responsibility in the following areas :

Simon Townend – Risk Assessments

Simon Townend and Rob McNish - first aid, accidents, emergency procedures, fire and evacuation, food hygiene and handling, consulting members and volunteers.

Simon Townend and Shirley Hand - DBS checks, trustee and volunteer health and safety, and confidentiality training

Rob McNish and Shirley Hand do their tasks under the direction of the Board of Trustees

4 All members should :

- co-operate with coordinators and venue managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

B Rob McNish and Shirley Hand do their tasks under the direction of the Board of Trustees

Part 3: Arrangements for Health and Safety

Risk Assessments : We will complete relevant risk assessments and take action, as they apply at our three normal venues and for any other activity at another location which we may use from time to time, e.g.a social outing or a boat trip

-We will review risk assessments when conditions, e.g., relating to Covid-19

Training : We will give volunteers and therapists health and safety induction training along with specific appropriate training in the need for confidentiality regarding any information that members may share with them

Consultation :We will consult members including volunteers routinely on health and safety matters as they may arise and formally when we review health and safety matters

Evacuation of Premises: We will make sure escape routes are well signed and kept clear at all times, and that attendees at meetings are reminded of them and the assembly points as part of the briefing at the start of meetings

Signed by	Print Name	Date	Review Date
<i>S.P.Townend</i>	Simon Paul Townend	21 May 2022	21 May 2023