

## **HEALTH AND SAFETY POLICY**

*Purpose:* to describe how the Friends of Penlee House Gallery and Museum (FPHGM) will provide and maintain safe and healthy working conditions for volunteers, and the public.

### *1. Responsibilities*

- FPHGM Trustees have overall responsibility for the health and safety for all activities run by the organisation. This includes maintaining adequate public liability insurance. Trustees are responsible for compliance with relevant legislation, codes of practice, and regulations. It recognises that it is the duty of Trustees, Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.
- All Trustees, Committee members and Volunteers will ensure that they are aware of the contents of this policy and comply with this policy
- FPHGM Trustees will designate a leader for each activity who will be responsible for ensuring that the necessary health and safety arrangements are in place for that activity.
- All Trustees, Committee members and Volunteers share responsibility for acting to put right any hazards or unsafe working practices they observe. If this is not possible, they will report the matter to the designated event leader or the Chair of FPHGM and the hazard or activity will be closed until it can be made safe.
- Information and informal training will be given to Trustees, activity leaders and volunteers as appropriate.

### *2. Locations*

- All activities for FPHGM are hosted by other parties, typically PHGM, local hotels and Truro and Penwith College. These parties are responsible for health and safety policies and procedures at their venues.
- Activity leaders for FPHGM will satisfy themselves that these parties have the appropriate policies and procedures in place, including emergency evacuation and PAT testing. Activity leaders will inform attendees of emergency evacuation arrangements.

### *3. Risk assessment*

- The activity leader will be responsible for assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations.

- The activity leader will complete a risk assessment prior to each activity and ensuring that all mitigating actions identified in the risk assessment are implemented. The risk assessment form at Appendix 2 will be used (or a form provided by the venue).
  - The risk assessment will be used to decide whether a trained first aider is needed on site for each activity. If a first aider is needed and none is available within the group St John's ambulance will be contacted to provide one.
  - Risk assessments will held on record for 21 years.
4. *Equipment, machinery and hazardous substances*
- The activity leader is responsible for ensuring that volunteers or others operating machinery at events know how to do so correctly and safely.
  - FPHGM does not use or store any notifiable Major Hazard substances
5. *Reporting*
- The Trustees are responsible for reporting significant accidents or diseases notifiable under RIDDOR to Cornwall Council.
  - The Trustees are responsible for reporting serious incidents to the Charity Commission.
6. *Review*
- This policy will be reviewed annually by the Trustees.

*Policy adopted by the trustees: January 2024.*

*Review date: January 2025.*

## **APPENDIX 1: CONTACTS FOR FPHGM**

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**APPENDIX 2: RISK ASSESSMENT FORM**

<p><b>Friends of Penlee House Gallery and Museum Risk Assessment Form</b></p> <p><b>EVENTS, DATE{S} AND VENUE</b></p>				
<ul style="list-style-type: none"> <li>• Impact: what the consequence would be</li> <li>• Likelihood: whether it is likely to occur</li> <li>• Scoring: Very Low = 1; Low = 2; Medium = 3; High = 4; Very High = 5</li> </ul>			<ul style="list-style-type: none"> <li>• Risk score, multiply Impact x Likelihood.</li> <li>• 1 – 5 = Low; 6 – 12 = Medium; 13 – 25 = High</li> </ul>	
ACTIVITY/HAZARDS	Impact	Likelihood	Risk Score	PREVENTATIVE OR MITIGATING MEASURES
“There is a risk that [say who] will be harmed because of [specify hazard]	1 - 5	1 - 5	X	“[Action = say what] will reduce the impact and /or likelihood
<i>Prepared by:</i>	<i>Date:</i>		<i>Distribution:</i>	
			<i>Activity leaders (names):</i>	
			<i>Secretary</i>	