

# **HEALTH & SAFETY POLICY**

## **AREAS OF APPLICABILITY**

This policy applies to all activities of the Abbey Line Community Rail Partnership (ALCRP).

Reference should also be made to the following policies when undertaking activities involving the public or third parties:

- Risk Management
- Working with Children & Young people / Vulnerable Adults

This policy is written on the basis that ALCRP is a small voluntary-based organisation with no directly-employed staff. Any changes in ALCRP's circumstances would require a thorough review of this policy.

## **EXAMPLES OF APPLICABILITY TO ABBEY LINE CRP ACTIVITIES**

Some examples of activities that this policy is applicable to are listed below, but it should be noted that there will be other activities covered by the policy:

- Office-based activities
- Steering group and AGM meetings
- Community events and activities
- Volunteer projects

## **POLICY**

### **Responsibilities**

The CRP Officer has general responsibility for health and safety issues. In addition, all members of the CRP Steering Group and volunteers have a responsibility to report any issue arising during CRP activities which may have an adverse effect on health and safety.

The contracts officer, currently a Hertfordshire County Council employee, is responsible for ensuring that the hosting contract includes appropriate policies for the health and safety in relation to the employment of the CRP Officer.

## **Risk Assessments**

Risks assessments will be undertaken for the following activities:

- Meetings of the CRP Steering Group and AGM;
- Workplace of the CRP Officer;
- Volunteer activities (detailed under the Volunteer Management Policy)
- Events (detailed under the Risk Management Policy)

Risk assessments will be reviewed at least annually.

## **Health and Safety During Meetings**

The chair of the meeting will ensure that information on fire evacuation and other emergency procedures is read out at the start of each meeting.

## **Health and Safety Inspections**

ALCRP does not own or manage any premises, and hence any health and safety inspections will be the responsibility of the relevant owner / manager. However, the existence of appropriate procedures will be included in the ALCRP's risk assessments.

## **First Aid**

For meetings, first aid arrangements will be covered by the procedures of the owner / manager of the premises.

ALCRP will ensure that first aid procedures are set out for the following:

- Volunteer activities (details set out in the Volunteer Management Policy)
- Events (detailed under the Risk Management Policy)

## **Accident Reporting Procedures**

ALCRP will ensure that accident reporting procedures are set out for the following:

- Volunteer activities (details set out in the Volunteer Management Policy)
- Events (detailed under the Risk Management Policy)

## **Health and Safety Information and Training**

Information and training on general health and safety matters for the CRP Officer will be the responsibility of the employing organisation. The contractual arrangements

between the CRP's agents and the employing organisation will ensure that the latter's policies adequately cover this area.

### **Lone Working**

Lone working is discouraged. External meetings undertaken by the CRP Officer or other representative of ALCRP should generally be held at the third party's recognised premises during normal working hours or be in the company of another CRP representative. Where these conditions unavoidably cannot be met, the CRP representative should provide details of the meeting to a colleague and report back to that colleague as soon as the meeting has ended.

### **Work Equipment**

The host organisation will be responsible for testing any mobile equipment used by the CRP.

### **Display Screen Equipment**

The CRP Officer will follow the policies of his/her employing organisation as regards the safe use of display screen equipment.

## **RESPONSIBILITY**

All members of the CRP Steering Group have a responsibility for ensuring that the Health & Safety policy is being followed.

In addition, there is a named person on the CRP Steering Group who is the champion for Health and Safety.

## **USEFUL REFERENCES**

<b>DATE OF ADOPTION: 18/02/2026</b>
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<b>REVIEW DATE: May 2028</b>
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