



Health & Safety Policy

The Health & Safety Statement is committed to ensuring the health, safety and welfare of volunteers and users of *Living with Aphasia* services so far as is reasonably practicable, as well as members of the general public who may be affected by our activities.

Our statement of general policy is as follows:

- To take steps to ensure that individuals and the group meet their legal duty of care to others, both within and outside of the group. Individuals must take every effort to support, comply with, and implement this policy.
- To provide adequate control of health and safety risks arising from our meetings and activities, with the aim of preventing accident, incidents and ill health.
- To provide information to enable the safe performance of our activities.
- To provide adequate meeting places to enable the safe performance of our activities.
- To appoint competent people to assist the group in meeting our health and safety duties.
- To provide opportunities for people within and outside of the group to raise issues of health and safety.
- To regularly monitor and review this policy, making changes that are required, including those directly resulting from changes in legislation.

The group

The group, by way of the trustees accepts its responsibility for health and safety, including the following duties:

- Taking immediate steps to report any accidents, incidents and near misses or other health and safety issues.
- Providing adequate information to ensure activities are carried out safely.
- To assist the group in meeting its health and safety duties, the following people have been appointed to take responsibility for specific areas of the policy and its implementation and have been deemed competent to do so.

Health & Safety: Barbara Chalk

First Aid: Barbara Chalk



Individuals

All individuals, regardless of their role, accept their responsibility for health and safety, including the following duties:

- Taking care of yourself.
- Not putting yourself or others in danger or taking any unnecessary risks.
- Reporting any hazards.

Procedures

Risk assessment and fire and evacuation procedures

The group will follow the fire evacuation and risk assessments procedures of the rented premises that the group meets in the X Centre, Commercial Rd, Exeter EX2 4AD (owned by the charity Headway).

First aid and accident reporting

First aid provision of equipment and record keeping for the group meetings will be the responsibility of Headway. If *Living with Aphasia* activities are organised in other facilities first aid provision will be provided by that facility.

Manual handling and client assistance

Volunteers will not be responsible for manual handling and toileting assistance of any person with aphasia. Any person with aphasia who has manual handling needs must be accompanied by an appropriately trained adult.

Monitoring and Review

The Trustees will review the operation of this policy every two years. The chair of the trustees has the responsibility to ensure that this is completed.

Our health and safety policy was last updated on 25.10.18.