

# Health and Safety Policy

February 2021  
Reviewed Sept/Oct. 2022



## Health and Safety Policy

### Introduction and Legal setting

Teams of Our Lady in Great Britain (TeamsGB) is a religious organisation and a registered charity. It seeks to fully meet its obligations in terms of Health and Safety, as required by the Health and Safety Act 1974 and subsequent regulation.

TeamsGB does not have property, staff or regular meetings; those responsible for events are volunteers. Teams operates to support the spiritual development of married couples through personal endeavours and monthly meetings in a Team, held in each other's houses. Gatherings and events are organised on a periodic basis – some annual some more frequent. This policy sets out how the Health and Safety requirements will be met at events.

### Policy application

The policy applies to all events and hospitality in Teams, so participation will be safe to all.

### Risk Assessment

Every gathering or event will have a person / couple who are in charge; this will often be a regional couple but another may be appointed. This should be clear. There would normally be an animating team for events. The team must consider, sufficiently in advance, how Safety Risks can be managed for all the intended participants. This must include that some people will have disabilities and that children may or may not be included.

The risk assessment (RA) must be undertaken by the animating team and include those who are familiar with the venue or who have made the site visit. Identification of the risks and their management must be collaborative so that the animating team agree on the risk management decision.

The detail must be written so that it can be shared and clear to everyone providing service to the event. A simple table identifying the different risk areas and their management will often be sufficient.

The situation will be considered in terms of the abilities of those attending, the location in terms of roads and paths and likely environmental conditions, such as high summer heat or winter freezing.

The Risk Assessment will include, when appropriate

**Fire Safety** including alarm raising, routes and exits, assembly points. It will include hazards such as movable furniture and displays. Fire routes must be ensured to be clear for the whole event. An announcement about the fire / emergency procedure would be made at the beginning of the event.

The FRA must consider hazards such as combustible materials and sources of ignition such as candles.

**Trip hazards;** levels, steps, obstacles that could present a risk.

**Equipment;** any equipment being used must be determined to be safe irrespective of it being provided by the venue or brought by the team. Electrical safety is required; mains portable appliances must have been PAT tested and users make a visual inspection before use.

**COSHH;** the use or availability of substances that could be hazardous, eg cleaning substances – bleach or similar must be assessed or avoided. Controls must be in place. Biological environmental hazards should be assessed. (ie no filth!)

**Roads and Car parking;** The situation of the venue and its car parks must be assessed and a management plan put in place. Persons managing traffic must wear appropriate hi-viz clothing.

**Water Safety – Legionella;** water should be run with hot water to clear pipes from potential bacteria.

**First Aid;** provision for First Aid will be made in terms of trained first responders / first aiders and a first aid kit. Availability of a phone to call emergency services will be checked.

**Food Safety;** when food is being provided or prepared, a person will be in charge of food hygiene and will have been trained. Adequate refrigeration and cooking facilities will be available if needed.

**Kitchen safety;** the RA will consider risks in the kitchen; eg stove, hot water, knives and will include control of access to the kitchen.

**Infection – Covid;** Learning from Covid, infection control will be considered depending on circumstances at the time.

**Accident record;** there must be provision for an accident record to be made. If needed the record will be made before the organisers leave the event.

**Public Liability Insurance;** public liability insurance will be checked to be in place.

**Post event review;** the animating team will include a review of the risk management after the event and put on file any considerations for improvement in the future. This will be sent to the Regional couple.

### Communication of this Policy

This policy is placed on the website, advertised in e-communications and discussed at 'Formation for Responsibility' meetings.

### Review of this Policy

This policy will be reviewed periodically as any changes in regulations or best practice occur; this will be at least every 3 years.

### Agreed

This policy was agreed by the Trustees on ..... 2021

Signed: .....Chairperson      Date: .....

Version 1.0



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## Appendix 1

### Model Risk Assessment Template

The following would provide a template for recording risks and their management for TeamsGB events.

Event name. . . . .

Date of event . . . . .

RA Prepared by . . . . .

Animating Team members. . . . .

Approved Date . . . . .

Description of situation and summary of risk level: . . . . .

|   | Description of Risk<br>What is possible danger, Who could be harmed,<br>What harm | Management of Risk<br>How could we control this risk or sufficiently<br>mitigate the danger | Who is<br>responsible |
|---|---|---|-----------------------|
| 1 |   |   |                       |
| 2 |   |   |                       |
| 3 |   |   |                       |

Circulated to all event assistants and the Regional Couple