

BYFIELD GOOD NEIGHBOUR SCHEME –

HEALTH & SAFETY POLICY

1. NAME <i>Whose policy</i>	Byfield Good Neighbour Scheme , hereafter called “the Scheme”
2. INTENTION <i>Why</i>	<p>There are a wide variety of Health & Safety concerns, relevant to the users, the volunteers and the Officers. This Policy details how these will be dealt with by the Scheme.</p> <p>Further details are explained in additional policies, as directed below.</p>
3. RISK ASSESSMENT <i>Understanding what might go wrong and how to avoid it</i>	<p>See Attached Risk Assessment document, which will be amended as the Scheme develops with identified risks and actions the Scheme will take to minimise these risks where possible.</p> <p>Day Manager will ask for information to make a risk assessment on the task, or arrange for a visit to a new user.</p> <p>Each Volunteer is responsible for carrying out a visual risk assessment upon arrival, and taking the appropriate action should the risk be deemed inappropriate for that volunteer, task or user.</p>
4. INSURANCE <i>Legally required insurance</i>	<p>The Scheme will be insured for : Employers Liability, Public & Products Liability, Professional Liability, Management Liability & Entity Defence.</p> <p>The Treasurer is responsible for reviewing and renewing the policy annually, informing the Insurer of any changes to the material circumstances.</p>

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		Volunteer drivers must have their own insurance, and provide confirmation that they have informed their insurance company of this type of usage.
5.	FINANCIAL RISKS <i>Safety of money</i>	To Scheme Funds – see Constitution To Users’ assets – see Risk Assessment, DBS Policy; Complaints Policy
6.	PHYSICAL SAFETY <i>Safety of users and volunteers</i>	For Users Safeguarding Policy, including Whistleblowing Procedures, DBS Policy, Inclusion Policy, Complaints Policy For Volunteers – Risk Assessment, Lone Working Policy, Inclusion, Complaints Policy
7.	SAFEGUARDING <i>What to do if noticing ‘something wrong’</i>	Everyone in a community has a responsibility to notice and report if they suspect difficulties for a vulnerable person of any age. The Scheme has a Designated Safeguarding Officer to oversee any instances of this. See Safeguarding Policy, including Whistleblowing; DBS Policy; Complaints Policy
8.	CONFIDENTIAL INFORMATION <i>Safety of information</i>	Volunteers may be privy to personal information, both actively provided or passively noticed when they are helping their neighbours. It is very important that the whole community know that their privacy is protected, both from the risk or identity theft, reputational damage, and indeed from idle gossip. See Confidentiality & Data Protection Policy; Complaints Policy

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9.	EQUAL OPPORTUNITIES <i>Who we help & who can help</i>	The Scheme aims to bring extra opportunities for the community to know one another, via the offer of free assistance to all. No-one will be precluded from receiving help, or from offering help, subject to the safety of themselves and everyone else. See Inclusion Policy, subject to Risk Assessment and Safeguarding Policy.
10.	FEEDBACK <i>If you notice some way we can improve...</i>	The Scheme is continuously open to feedback from volunteers, users and the village community. If you notice an obstacle, please help us by letting us know. If you have a recommendation for action, again, please pass it on: ByfieldGNS@gmail.com
11.	REVIEW <i>When we will look at this policy again</i>	The policy will be reviewed annually, or as necessary from feedback received, by the Management Committee.

We certify that this is the Health & Safety Policy of the Byfield Good Neighbour Scheme which was adopted at a meeting held on:

Date:

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Chairperson:

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Secretary:

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