**Health and Safety Policy**
*[Organisation name]*

1. **Introduction**

This policy outlines our organisation’s commitment to ensuring the health, safety, and wellbeing of all volunteers, staff, and service users. We aim to provide a safe environment and comply with relevant UK health and safety legislation.

2. **Purpose**

* To protect volunteers, staff, and service users from harm.
* To provide clear guidelines on health and safety responsibilities.
* To comply with the Health and Safety at Work Act 1974 and other relevant regulations.

3. **Scope**

This policy applies to all volunteers, employees, trustees, and anyone involved in our organisation’s activities.

4. **Health and Safety Responsibilities**

* **Leadership & Governance**: Trustees and senior management ensure compliance with health and safety regulations.
* **Staff & Volunteers**: Must follow health and safety procedures and report hazards or concerns.
* **Health and Safety Officer**: A designated individual responsible for overseeing health and safety practices.

5. **Risk Assessment & Management**

* Regular risk assessments will be conducted to identify and mitigate hazards.
* Volunteers will be informed of potential risks and provided with appropriate training.
* Control measures will be implemented to reduce risks.

6. **Safe Working Practices**

* Volunteers must follow safety guidelines relevant to their roles.
* Personal protective equipment (PPE) will be provided where necessary.
* Emergency procedures, including fire safety and first aid, will be clearly communicated.

7. **Accident & Incident Reporting**

* All accidents and near misses must be reported and recorded.
* Investigations will be conducted to prevent future incidents.
* Serious incidents will be reported to the Health and Safety Executive (HSE) if required.

8. **Training & Support**

* Volunteers will receive health and safety training appropriate to their roles.
* Regular refresher training will be provided to ensure ongoing awareness.
* Support will be available for volunteers who require additional guidance.

9. **Policy Review & Updates**

This policy will be reviewed annually to ensure compliance with UK health and safety laws and best practices.