



Health and Safety Policy

Introduction

The QPCO Executive Committee has overall responsibility for health and safety within the organisation and for ensuring that it fulfils all of its legal responsibilities. It recognises that it is the duty of Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to implement it.

The QPCO Executive Committee is committed to ensuring that all its activities are safe and will do everything it can to provide for the health, safety, and welfare of all volunteers, members, and visitors, ensuring that risks to them are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

1. The QPCO executive Committee Responsibilities

The Committee member responsible for the implementation and monitoring of health and safety policies, and recommending changes where necessary, is Marie-Ange Comerford-Raillon.

All accidents or unsafe incidents will be investigated by Marie-Ange Comerford-Raillon on behalf of the Committee as soon as possible and then reported to the Committee at the next available meeting.

The QPCO Executive Committee is responsible for:

- Assessing the risks to the health and safety of volunteers, members, and visitors, and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that venues or vehicles used for trips are safe and free from risks to health, including safe ways of entering and leaving.
- Ensuring that equipment is safe and well-maintained.
- Providing information, instruction, training, and supervision to volunteers on safe working methods and procedures as required.
- Encouraging volunteers and members to cooperate in ensuring safe and healthy conditions and systems through effective joint consultation.
- Establishing emergency procedures as required.

2. Volunteer Responsibilities

All QPCO volunteers must ensure that they:

- Are aware of the contents of this safety policy.
- Comply with this policy.
- Take care of themselves and others who may be affected by their actions or omissions.
- Report all accidents, unsafe situations, and any near misses (things that could have led to an accident) to Marie-Ange Comerford-Raillon or another Committee member immediately.
- Are aware of all fire procedures for the area in which they are working.
- Report any potential safety hazards they identify.

3. Risk Assessments

The responsible Committee member, Marie-Ange Comerford-Raillon, will ensure that all premises and tasks are assessed in line with current relevant legislation. Assessments will be repeated when there is a:

- Trip or event to organise.
- Change in legislation.
- Change of premises.
- Significant change in work carried out.
- Transfer to new technology.
- Or any other reason that makes the original assessment invalid.

4. Training

To comply with legislation and to promote the health, safety, and welfare of volunteers, health and safety training will be provided in the following instances:

- At inductions.
- On the introduction of new technology.
- When changes are made to venues.
- When training needs are identified during risk assessments.

5. Resolving health and safety problems

Any volunteer with a health and safety concern must first inform the responsible Committee member.

If, after investigation, the problem is not corrected within a reasonable time, or the

responsible Committee member decides that no action is required but the volunteer is unsatisfied, the volunteer may then refer the matter to the Management Committee Chairperson. This must be done in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next Management Committee meeting.

Chair's Name: Eric Masih

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