****

**FOLIO Sutton Coldfield Health and Safety Policy**

**Statement of intent**

1. The policy of FOLIO Sutton Coldfield is to provide and maintain safe and healthy working conditions and environment for all our staff, visitors, volunteers, service providers and users, plus any other people who are directly affected by our activities, such as members of the public at our community events.

**Responsibility**

1. Overall and final responsibility for health and safety at all events and activities organised by FOLIO Sutton Coldfield lies with the Charity Trustees.
2. For activities and Trustee meetings the responsible person is: NORAN FLYNN
3. For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

**General arrangements**

1. The main activity of FOLIO Sutton Coldfield is to organise educational and social activities to promote library usage and to support the community in Sutton Coldfield.  A risk assessment will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. FOLIO Sutton Coldfield also run regular events at Sutton Coldfield library using the same equipment, such as lego club and code club. In these cases we carry out a general risk assessment for the event/activity/equipment/venue/room used. All general risk assessments will be reviewed at least once a year.
3. Wherever possible we will try to have a trained first aider present at events which are open to the public.
4. We will make sure all volunteers, staff and service providers at events and activities are aware of the location of fire exits and first aid provisions.
5. All volunteers, staff and service providers will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No volunteer, employee or service provider will run an event or activity with on their own, with the proviso that small events (under 10 participants) may be run with just one volunteer/employee/service provider present. Volunteer(s)/employee(s)/Service Provider(s) should stay at an event until it is finished and the last attendees have left.
7. FOLIO Sutton Coldfield hold Public Liability Insurance

**Review**

This policy will be reviewed every year

Date………16 October 2018………..

Signature (Chair of Trustees)…………Zoe Toft….

Signature (Safeguarding Trustee)……………Noran Flynn……………………