



**CIC Number:**  
**12488406**

# **Health & Safety Policy**

## **Project Dragonfly CIC**

### **Statement of intent**

1. The policy of Project Dragonfly CIC is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

### **Responsibility**

1. Overall and final responsibility for health and safety at all events and activities organised by Project Dragonfly CIC lies with the management committee. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.
2. For our weekly Send Support group and Chatterbox sessions the responsible person/s is/are:  

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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 Project Dragonfly CIC is to organise social activities and support families, children and young people who may seek intervention for their social, emotional and mental health, send concerns and general well-being within our community. 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. Project Dragonfly CIC may also run regular events at the same venue or using the same equipment, such as our weekly parent/carer support group meetings, Chatterbox and Activity Den sessions. In this case we will carry out a general risk

assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.

3. We will have a trained first aider present at all events which are open to the public. The First Aid kits will be kept in a locked cupboard at the regular venue and will always be available to all leaders. Up to date training will be provided for all leaders who are regularly in contact with our users and members. All accidents will be recorded in the accident file and reported to the necessary individuals.
4. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
5. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No volunteer or member will run an event or activity on their own, and at least two volunteers or members should stay at an event until it is finished, and the last attendees have left.
7. All users and members who display abusive or violent behaviour will be asked to leave the session. A review will take place with the management committee and a decision made on each individual case as to next steps. Where necessary a report will be made and submitted to the relevant agencies.
8. Project Dragonfly CIC will hold Public Liability Insurance.

## Review

This policy will be reviewed every year.

Date.....

Signature (Chair).....

Signature (Secretary).....