



Knutsford Hosts Health and Safety Statement

Knutsford Hosts exist to promote the town of Knutsford and support the many events and organisations that are the backbone of the town. We recognise the common law 'duty of care' which applies to all individuals and organisations and has been developed by the courts, and current and Health and Safety legislation.

Although Knutsford Hosts do not put on their own events, employ no staff and have no premises, we recognise that the basic principles of health and safety need to be considered when working in partnership with other organisations who request help from Knutsford Hosts to support a particular event, project or activity or volunteering opportunity.

It is the responsibility of that organisation or organiser to take reasonable care to conduct an appropriate risk assessment, and/or on site briefing and/or training and supervision of Knutsford Hosts whilst Knutsford Hosts are engaged in an activity or project on their behalf.

1. Committing to good health and safety practice

Knutsford Hosts is a volunteer-only organisation but we are committed to good health and safety practice and all Hosts receive a handbook at the time of induction which includes the Health and Safety statement.

2. Health and Safety Policy

Although Knutsford Hosts has no employees and is not obliged to have a written health and safety policy, this statement has been written as best practice to help ensure volunteers are aware of health and safety issues.

3. Risk Assessment

Voluntary groups with no employees are not bound to do risk assessments. However, they are an excellent way to identify and overcome potential health and safety issues. Whilst responsibility for risk assessment is with the event organiser or partner who asks for assistance from Knutsford Hosts, Knutsford Hosts understands the importance of health and safety and of safe working practices. Every Knutsford Hosts volunteer is instructed at their induction training about general guidance as to the importance of health and safety:

- Safe working practices
- Any accidents, ill health and 'near miss' incidents to be recorded/reported to either the Knutsford Hosts volunteer coordinator or the organisation concerned
- Observe safety rules, instructions and briefings as appropriate
- Wear hi-viz clothing as appropriate
- Observe safe standards of behaviour and dress

4. The Control of Substances Hazardous to Health (COSHH)

Knutsford Hosts is a voluntary group with no employees or premises and therefore a COSHH assessment is not applicable.

5. Fire Assessment

Knutsford Hosts is a voluntary group with no premises and therefore a Fire Assessment is not applicable.

6. Health, Safety and Welfare

Knutsford Hosts is a voluntary group with no employees or premises; any voluntary work undertaken by Knutsford Hosts takes place at a partner's premises and it is the responsibility of that partner to

provide a safe environment where levels of risk have been reduced to a minimum with adequate supervision, training and information.

7. Insurance

A Public Liability and Personal Accident Insurance policy via Tennyson Insurance is in place for Knutsford Hosts. However, when Knutsford Hosts are volunteering for events and activities that are arranged or organised by third parties, it is the third party who is responsible for insurance.

9. First Aid

As a volunteer-only group with no premises and holding no public events, Knutsford Hosts are not bound to do a first aid assessment.

When working with other organisations on particular events or activities, Knutsford Hosts will take reasonable steps to ensure that the partner understands their responsibilities in terms of cover, risk assessment and so on.

Knutsford Hosts September 2015