

Health and Safety Policy

Statement

Shackleton Village Residents Association (SVRA) takes seriously its duty of care to ensure the safety of those who volunteer or use our services. The SVRA is a small association that is run by volunteers. It has been established for the public benefit of people living in Shackleton Village within Stratford-upon-Avon District.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and limit any risk to our volunteers and others who may use our services and/or attend our events.

SVRA Committee has responsibility for this policy and its implementation. The committee has a Health and Safety lead person together with a sub subcommittee looking at all Health and Safety matters.

Responsibilities

Health and safety matters will be kept under regular review; the policy will be amended if we believe that it is no longer valid. This policy should be read alongside the Health and Safety Workbook. Guidelines shall be provided to volunteers and which they agree to implement.

- It is the duty of each volunteer to exercise personal responsibility for their safety and that of others. We will try to ensure that everyone involved with SVRA plays his or her part in implementing the policy to promote a positive safety culture.
- All Volunteers will be given the relevant information and instruction before working with us and checks made to ensure that their activities do not cause harm to anyone.
- Each Event shall have a lead person who shall be responsible for ensuring all volunteers are briefed before the event.
- We have established good reporting procedures, maintain records and act on significant findings.

Risk Assessment

Risk assessments will be carried out for events and activities ran by the SVRA.

- The initial risk assessment produced by the Event Lead Person shall be signed off by a member of the Health and Safety Committee.
- The Event Lead person shall then adjust the risk assessment on the day prior to the event should there be any changes to the surroundings.

Accidents/ Incidents

Should an accident / incident occur the Event Lead person shall produce a report for the Health and Safety Committee.

All accidents / incidents will be recorded and reviewed by the Health and Safety Committee.

Below is an Accident / Incident Form to be completed should a situation occur.

Reporting of a Health and Safety issue

Depending upon the issue and situation the following options shall be taken for reporting:

- **Around Shackleton Village AND AN EMERGENCY** Call the emergency services.
- **Around the Shackleton Village BUT NOT AN EMERGENCY** by email to shackletonvillagera@outlook.com
- **At An Event** Report to the Event Lead person or any volunteer.
- Greater details within the Health and Safety Workbook.

Further information /Assistance on Health and Safety

A Health and Safety workbook has been produced to give further guidance to all volunteers and give a greater understanding of requirements for the events lead person. This includes the following.

- Understanding of different regulations.
- Guidance checklist for Events.
- Risk Assessment Example.
- COSHH (Control of Substances Hazardous to health) Example.

Document signed off by the Residents Association committee 12th June 2026

Revision A

Review Date 11th June 2027

Health and Safety Accident /Incident Form

Details of injured person

Name.....Date.....

Contact address/ email.....

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Incident/ Accident Location.....

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Incident / accident Date.....Time of incident / Accident.....

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Description of what happened and number of people injured.

Action taken

Known Injuries

**Were the emergency services called and if so
who.....**

.....

Attach Photos/ sketches etc

Print Name..... **Signature**.....

Date.....

Please forward to the Shackleton Residence Association or

By email shackletonvillagera@outlook.com