



Building a community in North Norfolk

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Health and safety policy

This is the statement of general policy and arrangements for North Norfolk Pride (NNP)	
Policy statement	Action / arrangements
To prevent accidents and provide adequate control of health and safety risks arising from NNP events	All meetings held by NNP for which NNP is responsible for the venue shall be subject to an evacuation plan in the event of fire or other emergency. Attendees shall be instructed at the beginning of each meeting on what to do in the event of an emergency
	All NNP meetings held in venues which are not the responsibility of NNP (e.g. pubs, hotels etc) shall be subject to the evacuation procedures of that venue. NNP Officers shall familiarise themselves with those procedures before starting the meeting
	If NNP works jointly with another organisation, health and safety issues will be discussed with that organisation and appropriate procedures agreed
To engage and consult with volunteers on health and safety issues and provide advice and guidance	NNP will provide training to volunteers who help with annual Beach Chill-out events, usually held in July
	NNP will provide guidance and instructions to volunteers involved in events organised and run by NNP
	All events organised and run by NNP, including the annual

	Beach Chill-out, will be subject to an event-specific health and safety plan. This will be produced and disseminated by the event organiser, subject to prior approval of the plan by the Officers
To provide adequate training to ensure volunteers are competent to act on behalf of NNP	NNP will provide guidance to volunteers who represent NNP at meetings hosted by other organisations to talk on behalf of NNP

Risk assessment						
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Use of faulty equipment at NNP events	NNP volunteers, members of the public.	Seek assurances from equipment providers that the equipment is safe to use	Ensure that contracts / insurance cover this	NNP Officers	March 2012	
Volunteers not equipped to act on behalf of NNP	Members of the public	As a small organisation we currently have few volunteers. We provide guidance to volunteers on specific events.	We will develop a pack of information and policies to be given to all NNP volunteers	NNP Officers	March 2012	

Subject to review by the Officers annually

Next review date: October 2012

Implementation date: October 2011