



Policy: Health And Safety

As a Charity which operates with the public, in public spaces, Volunteers must read and comply with this policy **at all times**.

Our goal is not to overly complicate matters in this policy. Or create undue fear, it is simply to keep everyone safe.

The Charity is covered by three million pounds of liability insurance, to cover our Volunteer operations (both for the Volunteer and the public), but we ask Volunteers to **strictly** follow this policy, regardless, at all times.

1. DISPLAY STANDS

1.1. When setting up a display stand Volunteers must:

- 1.1.1. Set up **only** where staff/custodian has given permission.
- 1.1.2. Always keep a path clear for the public.
- 1.1.3. Monitor any trip hazards (has a stand moved by someone leaning against it).
- 1.1.4. After an event traffic has slowed, or has ceased, but still follow policy.

2. REPORTING AN ACCIDENT (VOLUNTEER OR PUBLIC)

- 2.1. Always log the incident by writing down: names / date / time / witness / accident.
- 2.2. Take a picture with your phone if possible.
- 2.3. Report it to the Volunteer above you or a Trustee.
- 2.4. If serious enough to warrant a public complaint **explain the web site has a complaints page**.

3. WHEN OUTDOORS

- 3.1. Volunteers must wear, supplied, high visibility tabards.