



# The Spitfire Makers Charitable Trust

## Health & Safety Policy

### Definitions

<b>The Trust</b>	means The Spitfire Makers Charitable Trust.
<b>Responsible Persons</b>	means the Trustees of The Trust
<b>Supporters</b>	means anyone who volunteers on behalf of, or, provides services to, The Trust

### Statement of intent

1. The policy of The Spitfire Makers Charitable Trust is to provide and maintain safe and healthy working conditions and environment for all our supporters, 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 The Trust lies with the Board of Trustees. This responsibility will be delegated to a named Supporter for each event or activity. This Supporter will be responsible for ensuring that this policy is upheld.
2. For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All Supporters involved will be made aware of who is responsible for health and safety.

### General arrangements

1. One of the activities of The Trust is to organise social activities for the public. 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; supporters; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. The Trust may also run regular events at the same venue or using the same equipment, such as regular project group meetings. In this case we will carry out

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

3. We will ensure that there are adequate first aid facilities at all events which are open to the public.
4. We will make sure all Supporters at events and activities are aware of the location of fire exits.
5. When members of the public are present, we will ensure that a Health & Safety announcement is made prior to the start of any meeting or activity.
6. All Supporters will be made aware of the precautions they need to take as noted on the relevant risk assessment.
7. Supporters will not run an event or activity on their own, and at least two supporters should stay at an event until it is finished, and the last attendees have left.
8. The Trust will hold Public Liability Insurance

## Review

The Board of Trustees will review the policy annually.

Date	Version	Agreed/Reviewed by	Agree/Review Date
22.03.20	Draft	Board of Trustees	09.04.2020
09.04.2020	Ver 1	Reviewed by Trustees	Agreed: review 04.22