

# Sopwell Residents Association Health and Safety Policy

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Adopted: .....19<sup>th</sup> September 2023.

Reviewed and amended (if appropriate) by: ..... Date: .....

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## 1. The purpose of Sopwell Resident Association’s Health and Safety Policy

This Health and Safety Policy document (also referred to as just “Policy”) aims to set out how we can manage Health and Safety at activities and events that the Sopwell Residents Association organise to reduce the likelihood of accidents. We take health and safety seriously and want to ensure that our Committee members, volunteers and partners are aware of and understand our processes.

Other documents that relate to this one:

- Sopwell Residents Association’s Safeguarding Policy.
- Sopwell Residents Association’s Environmental Policy

## 2. Our Health and Safety Values

We believe that everyone has a right to be safe, secure and supported when taking part in Sopwell Resident Association’s activities and events. This includes:

- Planning. Ensuring that we have appropriate and manageable risk assessments for activities and events that we undertake;
- Teamwork and transparency. Working together to ensure that those risk assessments are available to everyone who needs them and are followed;
- Record keeping. Ensuring that we record any incidents and accidents that occur at our activities and events; and

- Learning. Ensuring that we learn from any incidents and accidents that take place to reduce the likelihood that they happen again.

### **3. The scope of Sopwell Residents Association's Health and Safety Policy**

Activities and events that we expect to take place during the year and will look to risk assess include:

- History walks
- Litter picking
- Newsletter delivery
- Repair fairs
- Community Gathering (formerly Larks in the Parks)
- Warm / cold hubs
- Jumble sales
- Cooking classes
- Film clubs

The Policy has potential impacts for our:

- Committee members
- Partners
- Volunteers

### **4. How we manage Health and Safety**

Risk assessments:

- The lead member of the Committee running an event is responsible for ensuring a risk assessment is completed, although this task can be delegated.
- Examples of how to write risk assessments can be found at <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm> or consult with the Health and Safety Lead named at the beginning of this document.
- The lead member of the Committee must retain a copy of the risk assessment for at least two years, or provide the Secretary with a copy so they can retain it for at least two years.
- Where a repeat activity is being undertaken, a previous risk assessment can be used as long as it has been reviewed to ensure that any changes to circumstances or good practice are taken into account and the risk assessment updated accordingly.

Training:

This will vary from event to event. The risk assessment should be followed where it is indicated that:

- Information should be shared with the appropriate people, whether volunteers or participants e.g. evacuation training for the Cottonmill Gathering, the repair process for the Repair Fairs.

- Appropriate equipment is available and used in the correct way e.g. gloves and pickers for litter picking.

If you are unsure then ask the event leader or the Health and Safety lead for the SRA. A copy of the risk assessment should be available on the day of an event for anyone that wants to see it.

## **5. The Policy as a Living Document**

It is the responsibility of the Committee members to adopt and implement this Policy.

Once adopted, the Policy should be reviewed every year (in accordance with our insurance policy), and amended where necessary. The Policy should also be reviewed where significant changes are made to either the planning or running of the Community Group.

Electronic copies of the Policy should be available on request for the public, and in hard copy at all events and meetings.

## **Appendix 1: A brief overview of our Community in the Sopwell ward**

The ward contains around seven and a half thousand people living in just over three thousand homes. The number of people living in the area is expected to increase with new residential developments at the Abbey Retail Park (on the corner of Holywell Hill and Griffiths Way) and the former Betty Entwhistle House (Holyrood Crescent), and proposed developments at the former King Offa site on Wallingford Walk and the Sopwell Youth Club site off Leyland Avenue. There are also a number of smaller projects, for example the possible conversion of Sopwell Mill (off Cottonmill Lane) into housing. St Albans District Council predicts that within city-wide population increase, the proportion of younger children and older people will grow (Community Profile, 2015).

The ward is particularly diverse when compared to the city as a whole with a high proportion of Asian/British Asian residents (12.8% compared to 6.4% city-wide) (Sopwell Ward Profile, 2018), which includes a large Bangladeshi community (Community Profile, 2015). Sopwell also has a very significant proportion of residents with a disability that limits their day-to-day activities compared to the city as a whole and self-reported bad to very bad health (Community Profile, 2015). Residents' life expectancy in the ward is the lowest in the city; on average 9.9 years less than the ward with the longest average lifespan (Community Profile, 2015).

### **References**

Community Profile v3 (2015). *St Albans District Council*  
Sopwell Ward Profile (2016). *St Albans District Council*  
Sopwell Ward Profile (2018). *St Albans District Council*