



Open Up Sheffield Health & Safety Policy

1. Introduction: Open Up Sheffield is committed to providing a safe and healthy environment for all participants, volunteers, staff, contractors and visitors. This Health and Safety Policy outlines our commitment to identifying, assessing, and controlling risks to ensure the well-being of everyone involved in our activities.

By adhering to this policy and working together, we can create a safe and enjoyable environment for all.

2. Responsibilities All individuals associated with our organisation, including participants, volunteers, staff, contractors and participants, have a responsibility to adhere to health and safety guidelines and procedures. The following specific responsibilities are outlined:

- **Management Committee:** The management committee is responsible for implementing and maintaining health and safety policies, providing adequate resources, and ensuring compliance with relevant legislation.
- **Volunteers and Staff:** All volunteers and staff members must follow health and safety procedures, report hazards or incidents, and actively participate in training and awareness programs.
- **Participants:** Participants are expected to follow safety advice provided by OUS and report any concerns regarding health and safety hazards.

3. Risk Assessment We require all participants to complete a risk assessment on their venue and activities prior to the Open Up event or other events. A sample risk assessment is made available to participants.

4. Incident Reporting All incidents, accidents, or near misses must be reported to OUS Management Committee promptly. This information will be used to investigate the root causes of incidents and implement corrective actions to prevent recurrence.

5. Compliance We are committed to complying with and to supporting all participants to comply with all relevant health and safety legislation, regulations, and standards. We will regularly review our policies and procedures to ensure ongoing compliance and make any necessary updates.

6. Communication This Health and Safety Policy will be communicated to all relevant parties (including volunteers, staff, participants, and contractors) via publication on the OUS website.

7. Review and Evaluation This policy will be reviewed annually to ensure its ongoing suitability, adequacy, and effectiveness. Feedback from stakeholders will be sought to identify areas for improvement, and necessary revisions will be made accordingly.

This policy was reviewed and updated by Open Up Sheffield Directors during February 2024, and will be reviewed annually.