Computer Friendly

Health and Safety Policy   V2.0

1. Policy statement

Computer Friendly is committed to ensuring that all learners and volunteers can take part in CF activities within a safe environment and that CF complies with all relevant H&S legislation.

2. Scope and purpose

The purpose of this policy is to ensure that Computer Friendly commits to compliance with the:

- **Health and Safety at Work Act** 1974

A summary is available on the HSE website here:

https://www.hse.gov.uk/simple-health-safety/index.htm

Note:

Health and safety legislation does not generally apply to someone who is not an employer, self-employed or an employee.

3. Details

As noted above, CF is not subject to the legislation but still has certain responsibilities under civil law.

- We must ensure that the venues are fulfilling their responsibilities under H&S. This must be checked at least once per term.

For instance, an accident in the Car Park pathways caused by a slippery surface would be the responsibility of the venue. Likewise furniture, flooring, lighting etc. As users we should be aware of the venue's policy and make sure the managers know of any discrepancies. Plus their accident reporting procedures.

- We must ensure we have an accident reporting procedure.

This can be a copy of the form which is completed by the venue in case of an incident but should be filed separately and signed by the CF tutor.

- We must ensure our own equipment is safe and that its use is not unsafe.

Equipment owned by CF must be PAT tested and maintained in good condition. Special attention should be paid to trip hazards from cables. This would apply if, for instance, we allowed a client to plug in their own equipment.

- We must ensure that all learners and volunteers are aware of evacuation procedures in case of fire.

These procedures should be clearly visible in each room.

4. Responsibilities

The Computer Friendly Board of Trustees has overall responsibility for Health and Safety Policy in the organisation.

All trustees and volunteers have a duty of care to ensure compliance to this Policy

5. Procedures, communication and training

Computer Friendly will write Health and Safety policy requirements into procedures for trustees and volunteers.

Health and Safety policy and procedures will be communicated to trustees and volunteers and those that are relevant to members of the public will be published on the CF web site.

Health and Safety policy and procedures will be included in training for trustees and volunteers.

6. Monitoring

Compliance with this policy and related procedures will be monitored by the Board of Trustees.

7. Policy Owner and Review

This policy is owned by the Board of Trustees.
This policy was reviewed in March 2023.
The next date of review will be 2025.