

# MEMORY LANE CAFÉ CALDERDALE

## Health & Safety Policy

### 1. Statement of intent

The policy of Memory Lane Cafe Calderdale is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

### 2. Responsibility

Ultimate responsibility for health and safety at all events and activities organised by Memory Lane Cafe Calderdale lies with the Trustees. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For Trustee meetings the responsible person is the Secretary.

For Volunteer meetings the responsible person is the Volunteer Manager.

For each café the responsible person is the Cafe Co-ordinator at that cafe.

For all other events an Event Co-ordinator will be named in advance and their name will be noted on all relevant risk assessments.

All volunteers involved at any cafe or event will be made aware of who is responsible for Health and Safety for that occasion.

### 3. Risk Assessments and management

The main activity of Memory Lane Café Calderdale is to provide a regular café for people affected by dementia, other memory problems and social isolation. We have carried out a general risk assessment for this event, the activities, equipment and each venue. This general risk assessment will be reviewed every 12 months.

A separate 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; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

We will have a trained first aider present at all events which are open to the public.

We will make sure all volunteers at events and activities are aware of emergency evacuation arrangements.

All volunteers will be made aware of the precautions they need to take as noted on the relevant risk assessment.

No volunteer will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished and the last attendees have left.

Memory Lane Café Calderdale holds Public Liability Insurance.

**This policy was approved by Trustees of Memory Lane Cafe Calderdale on 30-1-20 and will be reviewed every 2 years. Next review date is 30-1-22**