

Meon Vale Residents' Association – Health and Safety Policy

Overall Aim

Meon Vale Residents' Association is committed to ensuring the safety of the community when they attend the community events that are run by the MVRA.

We aim to provide a safe environment for everyone participating in our activities and will take all reasonably practicable steps to reduce risks and prevent accidents or injuries

- MVRA recognises its responsibilities under relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974 and will work to ensure that appropriate safety measures are in place when organising and delivering community events.

Our Health and Safety Commitments

We are committed to maintaining a positive approach to managing health and safety at our community events

We will use risk assessment and management to identify and mitigate risks to members of the community attending our community events. (See attached Risk Assessment Template)

We will have a trained first aider (with a first aid box) in attendance at our community events that are open to the public. All accidents will be recorded and the information stored securely in compliance with our GDPR policy.

We will give clear instructions and training, where necessary, to volunteers at community events so that they understand how to manage health and safety risks.

We will ensure that our volunteers who are outdoors at events have a safe working environment including, where necessary, adequate shelter and comfort breaks.

We will ensure that any volunteers serving food and drink abide by good standards of food hygiene and safe food handling practices consistent with guidance from the Food Standards Agency.

We will ensure that any equipment used is safe and does not present a hazard to the public or volunteers.

We will abide by the Health and Safety Policy of the Village Hall when using it for a community event.

We will ensure that all events operate in line with the Meon Vale Residents' Association Safeguarding Policy where children, young people or adults at risk may be present.

We will implement emergency procedures, including evacuation, in case of fire or other significant emergency.

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.

Insurance

Meon Vale Residents' Association will maintain appropriate Public Liability Insurance to cover community events and activities organised by the Association.

This insurance is intended to provide protection for the organisation, its volunteers and the public in the event that injury, loss or damage occurs during an event or activity organised by Meon Vale Residents' Association.

Where events take place at external venues, Meon Vale Residents' Association will also comply with the venue's own insurance and safety requirements, where applicable.

Any external organisations, contractors, stallholders or individuals participating in Meon Vale Residents' Association events independently are responsible for ensuring that they hold their own appropriate insurance cover, including Public Liability Insurance where relevant. Meon Vale Residents' Association may request evidence of such insurance where appropriate.

Volunteers are expected to act responsibly and follow this Health and Safety Policy to ensure that risks are minimised and insurance requirements are met.

Risk Assessments

For all organised events by the Meon Vale Residents' Association, Meon Vale Residents' Association will undertake a basic risk assessment to identify hazards and reduce risks to volunteers and attendees.

Risk assessments may include consideration of:

- crowd safety
- weather conditions (for outdoor events)
- slips, trips and falls
- electrical equipment
- food safety
- fire safety
- safeguarding considerations.

Where significant risks are identified, appropriate control measures will be put in place before the event takes place. Please see Risk Assessment Template.

Review

We will undertake an annual review of this policy and update it where necessary.

Responsibilities

Overall and final responsibility for health and safety at all events organised by Meon Vale Residents' Association lies with the MVRA Executive Committee.

For each event, this responsibility will be delegated to a named volunteer (Health and Safety Event Lead) who will oversee the event and ensure that this policy is followed.

The Health and Safety Event Lead will be responsible for:

- Ensuring that appropriate health and safety arrangements are in place for the event
- Making sure volunteers are aware of any relevant safety procedures
- Ensuring appropriate first aid arrangements are available where necessary
- Reporting any accidents, incidents or safety concerns to the committee and keeping appropriate records.

All volunteers also have a responsibility to take reasonable care of their own safety and the safety of others and to report any hazards or concerns to the Health and Safety Event Lead or the committee.

Signed on behalf of Meon Vale Residents Association

Rosemary Kidd

Chair MVRA

Date:

Rosemary J Kidd
21/5/26

Issue / Version	Date	Changes
1	28.02. 2022	1 st Policy
2	23.02.2023	Policy reviewed and unchanged
3	21.05.2026	Annual review, addition of insurance and risk assessment information and template. Slight modification of policy wording and addition of Health and Safety Event Lead for clearer reporting

Risk rating matrix		Severity			
		Very High	High	Medium	Low
Likelihood	Very High	Risk must be reduced	Risk must be reduced	Risk must be reduced	Consider additional controls
	High	Risk must be reduced	Risk must be reduced	Risk must be reduced	Consider additional controls
	Medium	Risk must be reduced	Risk must be reduced	Consider additional controls	No action further action
	Low	Consider additional controls	Consider additional controls	No action further action	No action further action
Risk Rating Matrix		Severity / Impact			
		Very High/ Critical	High/ Major	Medium Moderate	Low / Minor
		4	3	2	1
Very Likely		16	12	8	4
Likely		12	9	6	3
Possible		8	6	4	2
Unlikely		4	3	2	1
Likelihood		4	3	2	1