

HEALTH & SAFETY POLICY

1: Statement Of Intent

The policy of the **Fibromyalgia & Chronic Pain Support Group (Great Yarmouth & Gorleston) C.I.C.** (hereinafter referred to as "the Company") is to provide and maintain safe, healthy environments and practices for all members and visitors to its chosen meeting venues, and any other people who may be directly affected by our activities, such as members of the general public at any arranged events.

The Company will hold public licence insurance to the limit of £10,000,000 per claim.

2: Responsibility

Overall and final responsibility for health and safety at all events and activities organised by the Company lies with the management committee. This responsibility will be delegated to a named member for each event or activity. This member will be named in advance and will be responsible for ensuring that this policy is upheld and their name will be noted on all relevant risk assessments.

3: General Arrangements

To this end, the Company will abide by the host organisation's own Health and Safety policy as well as observing the following points:

- The secretary will keep an attendance record of all members and visitors attending the monthly social meetings, management committee meetings, and the annual general meeting.
- A risk assessment will be carried out each time a new activity/event is planned away from the regular monthly meeting venue.
- A risk assessment for the regular monthly meeting venue will be carried out annually.
- A First Aid kit will be brought to all events. The management committee will be responsible for checking the contents every quarter.
- We will make sure all volunteers and members at events and activities are aware of the location of fire exits.
- All volunteers and members will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- No member will run an event or activity on their own, and at least two members should stay at an event until it is finished and the last attendees have left.

4: Review

This policy will be reviewed annually

Date: 14 th October 2025	Signature (Director) 	Signature (Director) 
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