

## 6. Essential Policies

The following policies are essential and will often be asked for by funders. They apply to:

- Staff
- Volunteers including trustees
- People who benefit from your activities.

See links for most up to date information on each

### Health and Safety

You require a health and safety policy statement and a risk assessment. Consider also whether you need a lone worker policy.

Links:

- Volunteering England Good Practice Bank information on Health and safety: <http://www.volunteering.org.uk/managingvolunteers/goodpracticebank/Information/healthandsafetyofvolunteers.htm>
- Health and Safety Executive. A policy and risk assessment template is included in their booklet An Introduction to Health and Safety. Available for download or contact the info line for a hardcopy 0845 345 0055 <http://www.hse.gov.uk/pubns/indg259.pdf>
- Statement on Lone Workers. Visit the Suzy Lamplugh Trust Website. The Trust was set up to highlight the risks people face and to offer advice, action and support to minimise those risks: [www.suzylamplugh.org](http://www.suzylamplugh.org)

### Equal Opportunities and Diversity

This policy should include how you ensure that your activities and your team of volunteers are open and accessible to everyone. Developing the policy is a process:

- Discuss what equal opportunities and diversity mean to your group and what the issues are for you.
- Write a statement on this.
- Discuss how you will implement your statement
- Write a simple action plan
- Review your statement and action plan regularly

Links:

See the RAISE toolkit on Equalities:

<http://www.raise-networks.org.uk/inform/docDisplay.cfm?iDocID=849>

The summary on page 39 is included in this Information Pack

### Protection of Children and Vulnerable Adults

This applies not only if you provide services for children or vulnerable adults, but also if you have any volunteers who are young people or are vulnerable adults.

To help identify what level of policy your organisation needs, see the section in this Information Pack on:

‘Working Safely With Children and Young People in the Voluntary and Community Sector’

***Further Information:***

**Community Matters Information Sheets (available from Community Matters and Community Matters Bucks)**

12a. Health and Safety in Community Buildings

12b. Fire Safety Regulations and Checklists for Community Centres

12c. Control of Asbestos at Work Regulations 2002

19. Equal Opportunities

**Village Hall Information Sheets (available from ACRE and Bucks Community Action)**

15. Health and Safety Legislation and Village Halls

20. Health and Hygiene in Village Halls

37. Fire Safety in Village Halls

*There may be a charge for information sheets, which are available to members and non-members from the above organisations*