

This is the statement of general policy and arrangements for the Space Science & Engineering Foundation.

Dr Randall S Perry has overall and final responsibility for health and safety.

Dr Randall S Perry has day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by emanating the health and safety risks in the workplace.	Dr Randall S Perry, Space Science & Engineering Foundation Founder	Ensure risk assessments are undertaken for all SS&EF activities and ensure they are reviewed regularly and kept up to date.
Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work.	Dr Randall S Perry, Space Science & Engineering Foundation Founder	Ensure induction plans are drawn up for all employees and induction meetings held. Ensure event briefings are arranged, communicated to and held for all volunteers at each UKSDC event.
Engage and consult employees on day-to-day health and safety conditions.	Dr Randall S Perry, Space Science & Engineering Foundation Founder	Discuss informally via one-to-one meetings with employees.
Implement emergency procedures - evacuation in case of fire or other significant incident.	Dr Randall S Perry, Space Science & Engineering Foundation Founder	Fire procedures for each venue used by SS&EF will be sought from event hosts and shared via morning briefings at each event.
Maintain safe and healthy working conditions.	Dr Randall S Perry, Space Science & Engineering Foundation Founder	Confirm that building checks have been carried out by event hosts prior to allowing SS&EF staff/ volunteers access to venues.

Approved by:

Reviewed: