

Caerphilly Over 50 Management Policies

12th February 2022

[First published 14th May 2021](#)

Policies and other important documents are held on

<https://www.caerphillyover50.co.uk/policy-documents/>

These documents are not accessible from the main menu Tabs. The link can be found in the Footer, "Policy Documents".

Constitution

It is not a legal requirement for a voluntary organisation to have a constitution. However, the Forum Steering committee approved a revised version in October 2019. This serves to provide clear guidance on how the Forum will behave and is required to obtain a bank account and grant funding.

Insurance

The Steering Committee have agreed that the Forum will maintain an insurance policy covering Public Liability Insurance and Employer Liability, as advised by GAVO.

Documentation

Written Risk Assessments

It is a requirement of our insurance that we have "undertaken a COVID-19 risk assessment and have implemented written procedures which follow Government advice in relation to the working environment, staffing, service users and business continuity."

More broadly, a risk assessment must be completed for any event or activity run or organised by Caerphilly Over 50 and approved by the Chairman or Vice chairman. This should be a comprehensive assessment of risks including, but not limited to, covid-19.

Accident and Incident Book

Our insurance requires that we hold and maintain an up-to-date accident and incident book. An officer of Caerphilly Over 50 attending an event should have a book of accident/incident forms and complete if the need arises at the event.

Covid Policy

Covid-19 has had a significant impact on the ability of CO50 to meet as a Steering Committee, with members and to hold events. It has added a significant dimension to addressing Risk Assessments for events. In line with our insurance policy for Public Liability we have developed a specific covid policy to complement our other policies.

Volunteer Policy

This policy defines a “Volunteer” within the context of CO50. It is intended that this would also define the term in line with any liability covered by our Public Liability Insurance. Volunteers are also covered through the Employee indemnity cover in our policy since the law now views Volunteers as employees.

Operational Framework

This document provides a brief summary of 11 elements that describe how CO50 operates.

Code of Conduct

This document describes what is expected of Steering Committee members (Volunteers) both at and between meetings.

Dr Ralph Stevens

12th February 2022

Chair, Caerphilly Over 50