

# Addingham Civic Society

## Health and Safety Policy



### Introduction

The Trustees of Addingham Civic Society recognise that they have overall responsibility for the health and safety of everyone involved in the Society's activities. The Society does not employ paid staff, but involves volunteers, individuals and other organisations in managing, co-ordinating and delivering projects and activities for Society members, visitors and members of the public.

The Society Trustees are committed to providing for the health and safety of everyone involved in Society activities, by ensuring that risks are minimised.

The Society recognises that it is the duty of Trustees and volunteers to uphold this policy and for the ACS to provide the necessary funds and resources to put it into practice.

### Aim of the Policy

The aim of this Health and Safety policy is to confirm the commitment of the Society to the Health and Safety of its Trustees, volunteers, and beneficiaries who may participate in the delivery of, or benefit from Society activities.

### The Trustees' Responsibilities

All Trustees are responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary.

All accidents or unsafe incidents will be investigated by the Chairman or nominated person for the particular incident on behalf of the Trustees as soon as possible and then be reported to the Trustees at the next available meeting.

**Trustees** are responsible for:

- Ensuring that the policy is up to date and adhered to.
- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that venues are safe and without risk to health including safe ways of entering and leaving, ensuring that consideration is given to anyone with a disability where possible.
- Ensuring that transport used for ACS trips is sourced from a reputable company.
- Ensuring that equipment is safe and well maintained.
- Where appropriate, information, instruction, training and supervision is provided to volunteers. ACS volunteer trainers for potentially hazardous equipment will have undertaken an accredited course or programme.
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation.
- Establishing emergency procedures as required.

### Volunteer Responsibilities

All ACS volunteers will ensure that:

- They are aware of the contents of this safety policy.
- They comply with this policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the person leading the activity.
- They record accidents or near misses at Society Events.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it to the person leading the activity.

### Risk Assessments

The person leading an event or activity is responsible for producing a risk assessment in line with the current relevant legislation, when there is a

- trip or event to organise
- change in legislation

- change of premises
- significant change in tasks carried out
- transfer to new technology
- any other reason which makes original assessment invalid.

In general, this will involve revising an existing risk assessment.

The completed risk assessment must be forwarded to the Chairman.

### **Training**

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions.
- on the introduction of new technology.
- when changes are made to venues.
- when training needs are identified during risk assessments.

### **Recording and Reporting**

The Addingham Civic Society Incident Report form should be used to record and report any accident, critical incident or near miss occurring or which has the potential to occur during any ACS event or activity. Wherever possible the form should be completed at the time of or as soon as possible after the incident has occurred and forwarded to the Secretary. Completed report forms are retained in a password protected file on the pcloud. Spare report forms are stored in a named file in the Memorial Hall cupboard and as an addendum on the risk assessment form. The Chairman/Vice Chairman will determine whether to include the incident report as an agenda item for Trustees to discuss and consider preventative action for the future.

### **First Aid**

A First Aid Box or kit will be made available at all our activities where possible.

First Aid boxes must be in place in both the ACS allotments. First Aid boxes or kits should be checked regularly, by a qualified first aider. Appropriate First Aid training for Trustees and Volunteers will be arranged when resources allow, with the aim of a trained First Aider being in attendance at all activities initiated by the group

Medication will not be administered to any person without their instruction

### **Children**

No first aid or medication may be given to a child under the age of 16 without the presence of the parent, guardian or qualified medical person.

If a child under the age of 16 is lost or distressed a Trustee should be informed and the child may be comforted in a public area by two adults, preferably one female and one male together.

Safeguarding is of primary concern, refer to the Society Safeguarding Policy

### **Smoking**

ACS has a No Smoking rule at all its meetings and at outdoor events smokers are encouraged to smoke away from others.

### **Safety at venues**

In order to minimise risks we will endeavour to:

Risk assess activities.

Visit proposed places of activities prior to the event.

Check the validity and suitability of partners and contractors, venue managers.

Obtain verbal references prior to working with partners and contractors or venue managers.

Consider weather conditions generally and the effects of the extreme weather conditions on sites proposed for activities.

Liase with venue managers regarding all aspects of H &S, first Aid, fire prevention, kitchen regulations, use of equipment, access for the disabled, know hazards etc.

### **Fire Prevention**

Fire exits should be indicated at all meetings.

Advice on fire prevention and evacuation procedures will be publicised to ensure they are understood by all involved in the event.

Premises, sites and vehicles proposed for use by the group are properly equipped with smoke fire alarms, escape routes and extinguishers.

### **Equipment**

Where applicable, written and or verbal instructions for ensuing safe operation of equipment will be made available to ensure the safety of Trustees volunteers, members and visitors.

Equipment owned by or used by the group must be checked regularly for safety issues.

Electrical equipment. The Society recognises the potential dangers of unsafe electrical equipment and although not a legal requirement all electrical equipment owned by the Society has a Portable Appliance Test (PAT) on a regular basis.

### **Insurance**

The Trustees will ensure that the ACS insurance needs are properly assessed and reviewed regularly to provide cover for Trustees, volunteers, members and beneficiaries in respect of the full range of our activities.

This may include:

Public Liability Insurance, Additional Liability Insurance and Special Events Insurance.

### **Resolving health and safety problems**

Any volunteer with a health and safety concern must first tell the person leading the event/activity. If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter, in writing, to the Society Chairperson.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next Trustees' meeting.

**This policy was reviewed and adopted at a meeting of the trustees on: 19<sup>th</sup> November 2024.**

It replaces the original policy and any subsequent versions.

**Name: Gill Battarbee**

**Signed:**



**Position: Chairman**

**Date of Next Review: 2027**