

## **Appendix 2a: Health and Safety Policy**

### **Commitment**

The Society recognises that it has a responsibility to uphold good Health and Safety practices at all its events and to fulfil all its legal responsibilities. As the Society does not own a fixed permanent premise, it shall also aim to abide by Health and Safety guidelines as applicable to hired premises during its various events and gatherings.

The Society is committed to ensuring that all its activities are safe and it shall do whatever it can within reason to provide for the health, safety and welfare of all volunteers, members and visitors, particularly ensuring that risks to volunteers, members and visitors are minimised at all times.

### **Implementation**

During Societal events, such as the Autumn Festival (Sharodutsav), a Risk Management Team, consisting of core members and always including 1 member of the Management Committee, shall be constituted and entrusted with the responsibility of the implementation and monitoring of health and safety policies and recommending changes where necessary.

All accidents or unsafe incidents will be investigated by the Team on behalf of the Management Committee as soon as possible and will then be reported to the Committee for discussions at the next available committee meeting.

The responsibilities of the Risk Management Team include:

- 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 or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- Establishing emergency procedures as required;

Responsibilities of Members/Volunteer include:

All members and volunteers at Societies events 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 will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Risk Management Team at once.
- 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.

## **1. Risk Assessments**

The Management Committee will ensure that relevant Risk Assessments, as recommended by the venue provider are adhered to and that all premises used for the Societies events are compliant with the current relevant legislation. Where Risk Assessment templates are not available for a premise, the Society may take recourse to following its own template (as provided in Appendix 2b). Risk Assessments will be repeated by the Management Committee when there is a

- New trip or event to organise
- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology,

or any other reason which makes original assessment not valid.

This policy will be reviewed every three years by the Management Committee.