Norwood Society Health & Safety Policy

Registered Charity: 285547

The Society recognises that a safe and healthy environment for Society volunteers and members of the public engaging in Society activities is essential. The Society is committed to ensuring that appropriate health and safety standards are understood by its volunteers and kept up-to-date.

To achieve this, we will ensure that health and safety is integrated with the other core management functions and that all our volunteers are equipped with the necessary information, instructions, training and supervision to carry out their responsibilities. Safety performance is monitored using regular inspections and audits which contribute to the review and development of this Policy.

1. The Society recognises and accepts its responsibilities as a charity for providing a safe and healthy environment for all its volunteers and participants in its activities and anyone who may be affected by its activities.
2. The Society will meet its responsibilities under the Health and Safety at Work Act 1974 and will provide, as far as reasonably practicable, the resources necessary to fulfill the commitment.
3. The Society will seek as and when appropriate, expert technical advice on Health and Safety to assist in fulfilling its responsibilities for ensuring safe working conditions.

AIMS:

To provide as far as is reasonably practicable:

1. A safe place for volunteering and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessment of activities.
3. Systems that are safe and without risks to health.
4. Sufficient information, instruction and training for volunteers to carry out their activities safely.
5. Care and attention to the health, safety and welfare of volunteers and members of the public who may be affected by the Society's activities.

PROCEDURES:

The Society's designated Safety Officer is Stephen Oxford who will:

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1. Keep himself informed of relevant Health and Safety policy legislation and seek specialist technical advice and assistance on matters of Health and Safety when necessary
2. Advise the Society on the resources and arrangements necessary to fulfill its Health & Safety responsibilities.
3. Make effective arrangements to implement the Health & Safety policy.
4. Ensure that matters of Health and Safety are regularly discussed at Executive

Committee meetings.

5. Obtain risk assessments for venues used by the Society and raise any issues with the venue operator.
6. Ensure that regular risk assessments are carried out of walks, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
7. Ensure those volunteers working with the Society comply with all reasonable Health and Safety policy requirements.
8. Ensure that the Society's activities do not jeopardise the health and safety of members of the public.
9. Maintain a central record of notified accidents.
10. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.
11. Provide health and safety induction and appropriate training for volunteers.
12. Ensure reasonable arrangements are in place for volunteers who carry out activities remotely.
13. Inform volunteers on health and safety matters as they arise and when the policy is reviewed.
14. Ensure that venues for the Society's activities have escape routes that are well-signed and kept clear at all times.
15. Evacuation plans of venues have been tested from time to time and updated if necessary.
16. Ensure that all Society volunteers:

Cooperate fully with the aims and requirements of the Health and Safety at Work policy and comply with Codes of Practice or work instructions for Health and Safety.

a. Take reasonable care for their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
b. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
c. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
d. Not misuse any plant, equipment tools or materials to cause risks to Health and Safety.
e. Follow the manual handling and lifting guidelines.

17. Publish this policy on the Norwood Society website.
18. Review this policy annually.

Signed_____ Stuart Hibberd, Chair

Revised Dec 2024