

Health and Safety Policy reviewed and updated 1 April 2016

| Statement of General Policy | Responsibility | Action/Arrangements |
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| To prevent accidents whilst participating in the Society's activities | <p>The committee</p> <p>Meeting Chairman</p> <p>Event Leader All committee members are deemed to be responsible people</p> | <p>Lectures and other indoor activities: The setting up and storing of seating, tables, equipment, etc. shall be in accordance with the requirements of the venue and of the Society. This is to take into account fire regulations and Health and Safety Regulations. Electrical cables shall be covered where possible to avoid tripping.</p> <p>To oversee the event. Check fire exits for restrictions, both inside and outside. Ensure passageways between chairs is clear.</p> <p>Outdoor activities: It must be accepted that outdoor events are likely to be in places where wildlife inhabit. For that reason there are likely to be a variety of natural hazards including holes, ruts, roots, poisonous plants etc. There may be other man-made hazards such as barbed wire, stiles, bridges, etc.</p> <p>A leader should be appointed and all participants are advised.</p> <p>Although leaders should take care to avoid obvious hazards, it should be drawn to the notice of participants that they are responsible for their own health and safety.</p> <p>Leaders should keep to public footpaths and public access land where possible.</p> |
| To implement emergency procedures | The committee | Escape routes are signed and kept clear. Evacuation Plans are tested and updated as necessary |
| Maintenance of Equipment | The committee | A system is in place for routine inspection and repair/replacement of equipment and action is taken to address any defects |
| Insurance | The committee | Insurance should be in place to cover for all risks the society is likely to encounter |