



## **OTFORD SOCIETY POLICY ON HEALTH AND SAFETY**

### **Part 1: Statement of intent**

This is the health and Safety Policy of **The Otford Society**.

It relates to maintaining the health and safety of our volunteers when participating in particular projects being undertaken on the Society's behalf.

Our health and safety policy is to:

- prevent accidents and cases of ill health amongst our volunteers
- manage health and safety risks amongst our volunteers
- have assessed health & safety conditions (a health & safety risk assessment) prior to undertaking a project involving volunteers.
- have prepared access to emergency procedures prior to undertaking a project.
- provide clear instructions and information to ensure our volunteers are competent to carry out their designated project in a safe manner.
- provide, (where required) protective equipment.

Signed

(Chairman) Rod Shelton

on 2<sup>nd</sup> April 2021



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### **Part 2: Responsibility for health & safety**

1: Overall responsibility for health & safety:

**Rod Shelton (Chairman)**

2: Day-to-day responsibility for ensuring this policy is put into practice:

**Jeff Lee (Vice Chairman)**

3: To ensure health & safety standards are maintained during projects undertaken by volunteers:

**The 'leads' who head up the project**

4: All volunteers participating in Society projects should:

- Co-operate with their project 'leads' on health & safety matters
- Take reasonable care of their own health & safety.
- Report all health & safety concerns to their 'lead' or a member of the trustees.

### **Part 3: Arrangements for Health and Safety**

#### *Risk Assessment*

- A risk assessment will be carried out on any project involving volunteers.
- These assessments will be reviewed should working methods or conditions change.

#### *Training*

- We will (when required for safety reasons) provide volunteers and sub-contractors with appropriate training.
- We will provide personal protective equipment.

#### *Consultation*

-We will consult all volunteers involved on a project on health & safety matters at the commencement of each project.