

Wandsworth Society

Health & Safety Policy

Purpose

The Wandsworth Society aims to provide and maintain safe and healthy conditions and environments for all members including during our monthly meetings and at events.

Insurance

The Wandsworth Society is fully covered by Insurance, including public liability, Professional and Management liability, and Employers liability.

Risk Assessments

The Wandsworth Society will ensure the Committee, Group Leaders, or those responsible for a meeting or event complete a risk assessment. These will be used to identify any risks and explore how they could be mitigated. The Wandsworth Society is aware that some venues used for meetings/events may already have their own risk assessment; these should be reviewed and where mitigations are identified, ensure they are actioned. E.g. a venue may state that no more than 5 chairs should be stacked together and or nothing placed in the way of fire escapes. Where relevant, clear instructions and guidance should be provided to anyone who requires it.

Responding to Incidents

In the event of an incident/accident the Chair of Wandsworth Society should be informed as soon as appropriate. Where a Wandsworth Society member is involved in an accident or incident whilst taking part in Wandsworth Society event, the Chair is to ensure that an adequate incident report is obtained and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where Wandsworth Society members may carry out activities for the Society on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs, the member should ensure someone else knows where they are and when they should be expected back. The member should also know who to contact in the event of an incident or accident and ensure they have, for example, their mobile phone with them and avoid activities at height e.g. using a ladder.

Manual handling

All Wandsworth Society members should think about manual handling in advance to avoid injury to themselves and others. Members should not carry out any manual handling tasks if they are unable to manage it and should ask for help from other members.

Venues

Where the Wandsworth Society uses venues that have their own policies and procedures and risk assessments, the meeting organiser will ensure these are followed. This will include making sure all in attendance are also informed, for example, about Fire Escapes.