



THE ENFIELD SOCIETY

Health and Safety Policy

About this Policy

It is the policy of the Society to pursue and promote measures which aim to ensure and protect the health and safety of everyone involved in our activities, including

- Society personnel; and
- people who attend events and activities organised by the Society in Jubilee Hall and elsewhere.

“Society personnel” comprise

- Members of the Society and its volunteers and
- Our Hall Manager, who provides services as an independent contractor.

The Society has no employees.

Status of this Policy

This policy does not form part of any contract of employment, or any other contract for work or services.

We have consulted with Society personnel in respect of the creation and implementation of this policy.

Our Health and Safety Standards

The implementation of this policy is intended to fulfil all and any legislative requirements which we are subject to through ensuring:

- that all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all Society personnel and members of the public while engaged in activities organised by the Society;
- that sufficient measures are implemented by us to prevent accidents by managing the health and safety risks involved in our activities.

- provision of clear and adequate information, instructions and training to Society personnel to ensure that they are competent to carry out their activities in a responsible and safe manner.

- our engagement with and consultation of Society personnel on a regular and appropriate basis in relation to the health and safety conditions of their activities for us.

- implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of Society personnel and others.

- that we maintain safe and healthy working conditions, and provide and maintain all necessary equipment and any other goods or tools which are necessary for Society personnel to carry out their responsibilities.

Health and Safety Information

Responsibility for Health and Safety

The Society's Management Committee has the overall responsibility for overseeing our health and safety duties.

Risk assessments

The Society's activities are largely organised by one or other of its Working Groups. It is the responsibility of the Leader of each Group to ensure that risk assessments for the Group's activities (regular and occasional) are completed and actions arising out of those assessments are implemented where necessary. Risk assessments for recurring activities should be regularly reviewed.

Activities carried out in Jubilee Hall are the responsibility of the Jubilee Hall Committee, which will conduct risk assessments as required. The Jubilee Hall Committee will also maintain up-to-date rules for the use of the Hall, which will be supplied to hirers and a copy displayed in the small hall by the double doors.

Copies of risk assessments must be provided to the Volunteer Coordinator.

Training

Society personnel must be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. This is the responsibility of the Leader of the Working Group organising the activity concerned.

Fire Safety

All Society personnel engaged in activities in Jubilee Hall should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment).

Fire safety in Jubilee Hall is the responsibility of the Jubilee Hall Committee, who will ensure that (a) appropriate signage is displayed clearly and (b) appropriate fire appliances are present and the signage and appliances are updated/maintained as necessary

Fire drills will take place annually.

The Management Committee will ensure that our fire safety risk assessment is reviewed regularly and kept up to date.

First-Aid and Accidents

The Working Groups and the Jubilee Hall Committee will ensure that any injuries or accidents arising in the course of our activities are dealt with properly and investigated as appropriate. All such accidents or injuries should be reported to the Volunteer Coordinator as soon as is reasonably practicable.

Our accident book and our first aid box are located in the top drawer in the kitchen at Jubilee Hall.

Facilities and Equipment

The Jubilee Hall Committee is responsible for ensuring that all kitchen, office and other equipment are always safe to use through a system of routine inspection, testing and cleaning and will take appropriate action where any defects are found.

Responsibilities of Society personnel

All Society personnel are asked to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe environment. All Society personnel should

- conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
- follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy conditions.
- use any equipment, goods, tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.
- report to their Group Leader or the Volunteer Coordinator any accident, injury or any other circumstance which they believe to be unsafe or of immediate danger.
- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.

- Use any personal protective equipment that has been provided by us for personal safety reasons, and ensure that they follow the relevant training, signage or wearing of personal protective equipment.

We are committed to ensuring that all Society personnel are able to raise any health and safety concerns with the relevant person and that all concerns raised shall be treated seriously.

Review

On an annual basis:

- the health and safety record of the Society in the preceding year will be reviewed and the need for any changes in policy or practice considered; and
- this policy will be reviewed and will be updated where appropriate.

Adopted by the Management Committee on 11 July 2024