

Health and Safety Policy

Introduction

The Board of Trustees has overall responsibility for health and safety in the organisation, and for ensuring that HOBY UK fulfils all its legal responsibilities. The Board of Trustees will monitor this policy and provide the necessary funds and resources to put it into practice. All volunteers have a duty to uphold this policy.

HOBY UK is committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all volunteers and service users, ensuring that risks are minimised at all times.

HOBY UK will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually.

1. Responsibilities

1.1. The CEO is responsible for the implementation and monitoring of the health and safety policy and recommending changes where necessary.

He will investigate all accidents or unsafe incidents as soon as possible and then report to the Trustees at the next available meeting.

1.2. The Chair of the workshop or seminar is responsible for:

- Assessing the risk to the health and safety of volunteers, delegates and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training, and supervision to volunteers in safe working methods and procedures as required.
- Encouraging volunteers and delegates to co-operate in ensuring a safe and healthy working environment.

- Establishing emergency procedures as required;

1.3. Volunteers are responsible for ensuring:

- They are aware of the contents of this safety policy.
- They comply with this policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the workshop or seminar Chair, or the CEO at once.
- They record accidents or near misses at work in the accident book kept by the Chair (or when outside an event, by the CEO).
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it.

2. Risk Assessments

Under the supervision of the CEO and using the Risk Assessment Template, the workshop or seminar Chair will ensure that all events are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- change in legislation.
- change of premises.
- significant change in the nature of the event being planned.
- transfer to new technology.

or any other reason which makes original assessment not valid.

3. Training

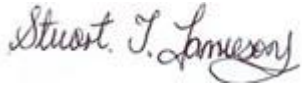
To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided in preparation for each planned event.

4. Resolving health and safety problems

Any volunteer with a health and safety concern must first tell their supervisor. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the CEO.

If the volunteer is still not satisfied with the outcome, the volunteer may then refer the matter to the Chair of Trustees in writing and the matter will be entered on the agenda for the next meeting of the Board of Trustees.

Signature of chair:

A handwritten signature in cursive script that reads "Stuart J. Limeron".

Date approved: September 2024
2025

Date policy to be reviewed: September