



The Voice for The Broads

Registered Charity No. 1078434

The Broads Society Health and Safety Policy

1. Policy Statement

The Broads Society is committed to ensuring the health and safety of its trustees, employees, and volunteers while carrying out their duties. We recognise the importance of providing a safe and healthy working environment and will take all reasonable steps to prevent accidents and injuries.

2. Responsibilities

Trustees:

The trustees hold ultimate responsibility for health and safety within the organisation. They will ensure that sufficient resources are allocated to maintain a safe working environment.

Employees:

All employees are responsible for their own safety and the safety of others. Employees must comply with health and safety policies, procedures, and instructions provided by the organisation.

Volunteers:

Volunteers are expected to follow health and safety guidelines while participating in charity activities. They should report any unsafe conditions to their supervisor or designated person.

3. Risk Assessment

The Broads Society will regularly conduct risk assessments to identify potential hazards and implement control measures to minimise risks.

4. Training and Information

All employees and volunteers will receive appropriate health and safety training relevant to their roles. Information on health and safety will be provided to individuals when they commence their involvement with the charity.

5. Reporting Incidents and Accidents

Any incidents, accidents, or near misses must be reported to the designated person immediately. The Broads Society will investigate incidents to determine the cause and take corrective action to prevent recurrence.

6. Emergency Procedures

Emergency procedures will be in place and communicated to all individuals. Evacuation plans and assembly points will be clearly identified.

7. First Aid

Adequate first aid facilities and trained first aiders will be available on the premises. First aid kits will be maintained and regularly checked.

8. Safety Inspections

Regular safety inspections will be conducted to identify and rectify potential hazards. Trustees, employees, and volunteers are encouraged to report any safety concerns promptly.

9. Review and Revision

This health and safety policy will be reviewed annually or as needed. Amendments may be made to reflect changes in legislation or the organisation's structure.

10. Communication

This health and safety policy will be communicated to all trustees, employees, and volunteers. Updates and changes will be promptly communicated to relevant parties.