



# Health and Safety Policy



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## Introduction

The Calshot and Waterside Alliance of Clubs (CWACS) Committee has responsibility for the health and safety of the Officers, Executive and Committee Members of the organisation and for ensuring that it fulfils all its legal responsibilities.

Each **Affiliated** Club, **Associate** Club or **Volunteer** Club should appoint its own Responsible Committee member to be responsible for the health and safety of its own members. Their members are **NOT** the responsibility of CWACS.

## 1. Responsibilities

The Designated Responsible Person of each Affiliated, Associate or Volunteer Club is responsible for the Health and Safety of the members of their own Club.

Any accidents or unsafe incidents, specifically the responsibility of CWACS, will be recorded by the CWACS Secretary and investigated by the CWACS Executive on behalf of the Committee as soon as possible. It will then be reported to the committee at the next available committee meeting.

General Responsibilities include the following:

- Assessing the risk to the health and safety of volunteers, members 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 members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation.
- Establishing emergency procedures as required.

## 2. Volunteer Responsibilities

All CWACS Volunteers will ensure that:

- 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 their responsible Club Committee Member at once.
- They record accidents or near misses in the CWACS accident book kept by the CWACS Secretary.
- 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.

### 3. Risk Assessments

Each **Affiliated Club, Associate Club or Volunteer Club** should appoint its own Responsible Committee member to ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments should be repeated when there is:

- A trip or event to organise.
- A change in legislation.
- A change of premises
- A significant change in work carried out.
- A transfer to new technology.

or any other reason which makes original assessment not valid.

### 4. Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the Responsible Committee member.

If, after investigation, the problem is not corrected in a reasonable time, or the Responsible committee member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the CWACS Executive. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the CWACS Committee.

**CWACS** 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 by the CWACS Committee.

Signature of chair:

Date of signature/ratification of policy (or what date was this policy adopted by the committee)