

HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of:-

THE ARTS SOCIETY CHICHESTER LAVANT VALLEY

Our statement of general policy is:-

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our volunteers on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for volunteers.
- To ensure all volunteers are competent to do their tasks and give adequate training where necessary.
- To prevent accidents and cases of activity related ill health.
- To maintain safe and healthy conditions.
- To revise this policy as necessary at regular intervals.
- To ensure that health and safety is everybody's concern and an important part of our activities.
- To exercise our "Duty of Care" to all volunteers and members when under our control.
- To liaise with third parties when our volunteers are working in their buildings to ensure that all health and safety issues are addressed.

In the light of any restrictions imposed in a pandemic, or guidance given for members' safety, by Government or other bodies, review will be undertaken regularly of any precautions that are needed in any meeting or other location used by the Society and its members.

GILLIAN SCOTT

Chairman on behalf of the Arts Society Chichester Lavant Valley Committee

DATE: 9 November 2024

REVIEW DATE : 31 October 2025

RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of the Arts Society Chichester Lavant Valley Committee.
2. Day to day responsibility for ensuring the Policy is put into practice is delegated to those designated volunteers leading lectures, visits and other activities.
3. All volunteers have to:-
 - co-operate with those responsible for health and safety matters.
 - not interfere with anything provided to safeguard their health and safety.
 - take reasonable care of their own health and safety and that of members of the public.
 - report all health and safety concerns to an appropriate person as detailed in this policy statement.
4. The Arts Society Chichester Lavant Valley will not use volunteers in positions of responsibility who do not abide by this policy, endanger themselves, other volunteers or members of the public.
5. Risk assessments and safety advice will be undertaken by Ian Milton, Committee Member with responsibility for health and safety on behalf of the Arts Society Chichester Lavant Valley Committee.

The findings of any risk assessment will be reported to the Committee. He will ensure that actions identified in the assessments are implemented and that relevant volunteers are informed about the assessments.

Risk assessments will be reviewed annually or when the activity changes whichever is the sooner.

This officer will also be responsible for ensuring that new equipment meets health and safety standards before it is purchased or accepted, equipment is maintained and third-party equipment used is safe and appropriate to need.

All volunteers will receive induction training from those responsible for the appropriate areas and activities and will be directed to read this Health and Safety Policy Statement.

EMERGENCY PROCEDURES

- FIRE AND EVACUATION, ACCIDENTS, FIRST AID AND SUDDEN ILL HEALTH

Designated volunteers leading lectures, visits and other activities will ensure that they are aware of the location of on-site officers with responsibility for managing emergency procedures as well as location of first aiders and boxes, defibrillators, fire alarms and evaluation routes.

Designated volunteers leading lectures, visits and other activities are also responsible for ensuring that ASCLV members on site are aware of emergency procedures and escape routes.

These procedures also apply to coach travel. The visit leader will ensure that the driver has first aid and sudden ill health training and will provide the necessary safety instructions for members whilst the coach is in transit.

Any accidents, injuries and cases of activity related ill health will be reported in writing to ASCLV Chairman. They should be completed by the person responsible for the activity at the time when the accident has occurred.

MONITORING

To check our working practices and conditions and ensure that the highest standards of safety exist health and safety will be a standing item on the Committee agenda.

The Committee will ensure that all accidents are investigated by Ian Milton, who will report back to the Committee, so that any action necessary can be taken.

OTHER GENERAL POLICIES

All portable ASCLV electric appliances will be checked annually by a competent qualified electrician to ensure they are safe to use. DONE??

Volunteers should not bring in and use their own electrical equipment other than battery-powered devices.

No volunteer should move heavy objects by hand if they feel there is any risk in damaging their health.

Risk assessments will be carried out before any events to control, manage and eliminate any danger of injury to members, volunteers or third parties.