This document sets out the **Health and Safety Strategy** to be adopted by

The Lancaster Civic Society

A formal Health and Safety policy is not legally required for us as we have no employees and as a local membership organisation we are run by volunteers.

Nevertheless, this strategy document has been prepared to define the way we will manage Health and Safety and meet any applicable regulations.

This document is in three parts

1. **Statement of Intent** which sets out our commitment to manage risk and meet any legal duties.
2. **The Organisation** section which says who is responsible for what.
3. **The Arrangements** section which contains the details of what we are going to do in practice.

1. Statement of Intent

Health and Safety Strategy Statement

This Health and Safety policy document is designed to assist The Lancaster Civic Society to ensure that it understands its responsibilities under U.K. Health and Safety Law, namely the Health and Safety at Work Act (1974).

The Lancaster Civic Society accepts responsibility for the health and safety of other people who may be affected by their activities.

It will, so far as is reasonably practicable, ensure that

- risks and hazards arising from activities, premises or processes are identified, and controlled to reduce the risks.
- Executive Committee members and volunteers are suitably briefed and understand the importance of this policy.
- information about common risks is given.
- risk assessments for premises, events and activities are carried out when required

Responsibility for monitoring compliance with this strategy rests with our Executive Committee.

This strategy document will be reviewed at least annually or after any significant change by the Executive Committee.

2. **Organisation**

Society Structure

To ensure Health and Safety standards are maintained/improved, the following people have responsibility in the following areas:

Honorary Secretary

The responsibility of the Honorary Secretary is to understand the statutory requirements that affect the Lancaster Civic Society.

The Honorary Secretary should make sure that at least once a year a report is given to the Executive Committee of any health and safety incidents, accidents or near misses.

The Honorary Secretary will also:

- ensure that the Hon Treasurer arranges all necessary insurances and holds the supporting documents
- notify the insurers promptly of any incidents or accidents
- maintain a log / accident register
- ensure first aid equipment is adequately maintained

The Executive Committee

The Executive Committee are responsible for the activities of the Society (for example dinners, social events, fund raising activities etc).

The Executive Committee will also:

- co-operate with Committee Chairs on health and safety matters
- not interfere with anything provided to safeguard their health and safety or the health and safety of others
- point out any obvious hazards.

3. **Arrangements**

The arrangements section contains details of what we need to do in practice to achieve the aims set out in the Statement of Intent. It is split into two sections:

- **Events in managed buildings**
- **Events outside managed buildings**

(a) When we use a managed building to host our events it is the responsibility of the event organiser (normally the Executive Committee) to ensure the safety of the activity. The Executive Committee's responsibility is to make sure we are using a suitable building and that a suitable and sufficient risk assessment is carried out. The owners and/or operators of the managed building are responsible for health and safety, but we have a responsibility to check the housekeeping arrangements (fire alarms and drills, emergency exits etc). We also have a responsibility to make sure the building is suitable, for example disabled access and exits, and

we should make sure that we run the event safely (for example, no trailing wires or that we have not blocked any fire escape exits).

(b) Events that take place outside (for example, a walk) present a greater risk and therefore a greater degree of responsibility.

The responsibility again falls on the event organiser / Executive Committee to carry out a risk assessment and to consider what arrangements, if any, need to be made for the provision of qualified first aiders.

If the event is more than a simple social event and therefore presents a potential high risk we should carry out a suitable and sufficient risk assessment and consider whether to employ specialists or assure ourselves that we have the necessary competence before proceeding.

The Lancaster Civic Society – 8th July 2020

This policy was passed and agreed at the Executive Committee meeting held on 8th July 2020 and will remain in place until such time as there is need for a review or due to changes in legislation