



## **Worcestershire & Districts Change Ringing Association**

### **Health & Safety Policy**

#### **Statement of Intent**

- 1.1 It is our Policy to ensure, as far as is reasonably practicable, that all our activities are carried out safely and do not pose a risk to the Health and Safety of our Members or others. This will be in accordance with good practice and any relevant statutory provisions where they apply.
- 1.2 Our activities include but are not limited to the organisation of meetings and events, social activities, training sessions, and the checking and / or maintenance of bell installations. This Policy does not cover the activities of Members that are not organised by the Association. The Association has no paid employees.
- 1.3 Officers and Members of the Association undertake to consider seriously the risks of damage and injury. They will take responsibility for their own Health and Safety and their own actions which may impact on Health and Safety of themselves, and others involved with the Association in any way.

#### **Arrangements for Health & Safety**

- 2.1 This Policy will be reviewed and approved at least annually by the Association Central Committee, and signed by the Master of the Association. Health and Safety matters will be considered when necessary at meetings of the Officers.
- 2.2 Association activities will be organised by people who are competent to do so. Appropriate Risk Assessments must be completed prior to Association activities.
- 2.3 Accidents and Health and Safety incidents will be recorded in accordance with procedures at the venue concerned, and reported appropriately.
- 2.4 The Officers of the Association will appoint annually at the first meeting of the Central Committee after the AGM, a named individual to be the Health & Safety Lead who will maintain this Policy, assisted by others where required.
- 2.5 The Health & Safety Lead:
  - Produces, updates and publishes the Association Health and Safety Policy, taking advice from others and the views of Members as appropriate
  - Communicates this Policy to Members and others involved in Association activities
  - Investigates, records and reports on Health and Safety related incidents as soon as possible after their occurrence
  - Reports to an Association Central Committee Meeting when necessary, and annually to Members at the AGM

- Offers advice to Members on Health and Safety matters appropriate for activities that they undertake with the Association
- Advises on written Risk Assessments prepared for activities organised by the Association
- Advises others involved in Association activities of any risks and hazards associated with Association activities
- Considers relevant policies and procedures of relevant third parties (such as towers, meeting venues, etc).

**2.6 All Members of the Association will:**

- Support the Association Officers on Health and Safety matters
- Follow advice and guidance offered to them in matters relating to Health and Safety during Association activities
- Report any Health and Safety incidents or concerns to the Association Health and Safety Lead as soon as they occur
- Be mindful of and follow Health and Safety policies and advice provided by relevant organisations, such as the tower or meeting venue, during Association activities.

This Health and Safety Policy was approved on \_\_\_\_2<sup>nd</sup> May 2023\_\_\_\_\_

Signature: \_\_\_\_\_ by email \_\_\_\_\_

Name (in BLOCK CAPITALS): \_\_\_\_\_James Mort\_\_\_\_(Master)

**Health & Safety Lead**

Name in BLOCK CAPITALS: \_\_\_\_\_Alison Hodge\_\_\_\_\_

Signature: \_\_\_\_by email\_\_\_\_\_

Date: \_\_\_\_\_2<sup>nd</sup> May 2023\_\_\_\_\_

Email: \_\_\_\_\_Gen.Sec@WDCRA.ORG.UK\_\_\_\_\_

Version	Date	Author	Changes
1.1	18 <sup>th</sup> September 2023	A M HODGE	First distribution for members