Society Logo

Name of Society

Health & Safety Policy

Section1: Statement of Intent

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 of our Members or others. This will be in accordance with good practice and any relevant statutory provisions where they apply. The Society has no paid employees.

Our activities include the arrangement and organisation of bell ringing at meetings and events, social activities, training sessions, and the inspection and/or maintenance of bells. The bells may be in churches, other premises, handbells or using simulated sound. This Policy does not cover the activities of Members that are not organised by the Society.

Officers and Members of the Society undertake to consider seriously the risks of damage and injury. They will take responsibility for their own Health and Safety and that of others when involved with the Society in any way.

The Senior Officers of the Society will support and advise Members on Health and Safety matters. They will appoint a named individual to develop this Policy and lead its implementation, assisted by others where required.

Section 2 : Responsibilities for Health & Safety

Leadership of Health and Safety matters for the Society is with:

Name:

Post held:

Assisted by (name):

The Health & Safety Lead:

* Produces, updates and publishes the Health and Safety Policy, taking advice from others and the views of Members when appropriate
* Communicates this Policy to Members and others involved in Society activities
* Investigates, records and reports on Health and Safety related incidents as soon as possible after their occurrence
* Reports to the Society Management Committee Meeting when necessary, and annually to Members at the AGM
* Ensures that Members are trained and informed of Health and Safety matters appropriate for activities that they undertake with the Society
* Advises on written Risk Assessments prepared for activities organised by the Society
* Advises on minimising risks when training novice ringers in bell handling
* Advises on precautions to be taken by those working in the belfry (signage, no lone working, tools, working at heights, manual handling, use of personal protective equipment, hazardous materials, etc.)
* Sets a personal example on matters of Health and Safety
* Advises others involved in Society activities of any risks and hazards, including the use of appropriate signage.

All Members of the Society will:

* Support the Society Officers on Health and Safety matters
* Read and implement this Policy
* Complete appropriate training and maintain their competence in activities that they undertake
* Follow advice and guidance offered to them in matters relating to Health and Safety during Society activities
* Take reasonable care of their own Health and Safety, and that of others
* Use appropriate protective measures when required
* Report any Health and Safety incidents or concerns to the Society Health and Safety Lead as soon as they occur
* Follow Health and Safety policies and advice provided by other organisations during Society activities.

Section 3 : Arrangements for Health & Safety

This document will be reviewed and approved at least annually by the Society Management Committee, and signed by the Chairman / Senior Member of the Society. Health and Safety matters will be considered when necessary at meetings of the Officers.

Society activities will be organised by people who are competent to do so. An appropriate Risk Assessment must be completed prior to Society activities.

The Society will provide appropriate training for Members and others involved in its activities.

Procedures will be made available for managing emergency incidents.

Accidents and Health and Safety incidents will be recorded and reported appropriately.

Version Control

This Health and Safety Policy was approved at the

Committee meeting of the (society name):

Held on (date):

Signed:

Position:

Name (in BLOCK CAPITALS):

Date:

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Format/Copy Editor** | **Changes** |
| 1.0 |  |  |  |  |

Version control is helpful to avoid confusion, particularly indicating the final version.