

BERKSHIRE FAMILY HISTORY SOCIETY

HEALTH AND SAFETY POLICY (2020)

1 INTRODUCTION

The Executive Committee of the Society has overall responsibility for ensuring that (a) the Society observes the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it and (b) all activities of or on behalf of the Society are safe and that any risks are identified and minimised, to provide for the health and safety of all members and visitors.

2 MEMBERS RESPONSIBILITIES

Members have personal responsibility, subject to the Society's policy and oversight, for their own health and safety and that of all colleagues volunteers and members of the public who may be affected by their actions, whether at the time or later.

3 ACCIDENT AND RISK REPORTING

Any accident, incident with the potential to become an accident, or perceived risk must be recorded in the ACCIDENT REPORT BOOK which will be kept openly and on display in The Centre for Heritage and Family History. If two or more persons are involved in or witness any such matter they should prepare separate reports. Matters arising away from The Centre for Heritage and Family History must be reported as soon as possible in a format that can be included in the Accident Report Book. All such reports should immediately be brought to the attention of the Health and Safety Manager by the best means available.

4 HEALTH AND SAFETY MANAGER

The Executive Committee of the Society will appoint a Health and Safety Manager who will be responsible to that Committee for the monitoring and implementation of the Society's Health and Safety policy. If any relevant matter is to be discussed that Manager may attend meetings of the Executive Committee. The name and contact details of that manager must be shown in The Centre for Heritage and Family History, at the very minimum on or immediately inside the front cover of the Accident Report Book referred to in paragraph 3.

That Health and Safety Manager will (a) investigate all accidents, incidents and perceived health and safety risks, (b) ensure that all equipment, material and vehicles used by or on behalf of the Society is safe for its intended purpose and has received any appropriate certification and that members working on behalf of the Society are provided with information, instruction and supervision in the storage movement and use of any equipment and material that they will encounter during that work and (c) ensure that all premises used by the Society are safe and without risk to members or visitors. (It is recognised that premises used by Society branches and for outreach events is primarily the responsibility of the owners or operators of those premises, but the Society's Health and Safety Manager will keep an oversight of health and safety matters affecting the Society.)

REVIEW OF THIS HEALTH AND SAFETY POLICY

The society's Trustees regularly review its policies and procedures. The Health and Safety Policy is reviewed at least annually, to ensure that it remains up-to-date.

This policy was reviewed and approved by the Trustees of the charity on 10 July 2020

It will be reviewed again on or before 10 July 2021

..... Signature

..... Position