

ROYAL SCOTTISH COUNTRY DANCE SOCIETY - BRISTOL

Registered Charity No. 1059608 website: www.rscdsbristol.info

Health and Safety Policy

RSCDS Bristol is committed to providing a safe environment for its members and visitors. The person responsible for co-ordinating Health and Safety matters is the Secretary. Members are informed about Health and Safety policy as part of the Welcome pack and, thereafter, any review or changes are published by the Committee or by notices on the notice board

We remind all our members of their duty to look after their own health and safety, to ensure they do not endanger others and to co-operate with us in our legal obligations.

Details of our Health and Safety general policy and our statement of intent are included below.

Health & Safety General Policy

RSCDS Bristol (the Branch) believes that one of the most important functions is the prevention of accidents and ill health. We do not wish any of our members or any other person to suffer as a result of our activities. To this end, we intend to comply with all health and safety legislation, Codes of Practice, guidance and best practice in accordance with the Health and Safety at Work Act 1974.

The health and safety policy and any manuals we prepare indicate the ways in which the Branch intends to meet our legal requirements.

So far as is reasonably practicable, therefore we provide:

- a safe place for our activities as a Branch with safe access and egress
- a safe and healthy environment
- adequate welfare facilities
- safe equipment
- safe means of handling and transporting articles
- adequate training, instruction, information and supervision

So far as is reasonably practicable, we ensure also that the way we carry out our activities does not affect the health and safety of persons involved.

We recognise also that where we erect or install any equipment, we have a duty to ensure the health and safety of those who use this and to make available all required information in this respect.

HEALTH AND SAFETY ARRANGEMENTS

It is our firm intention to enforce appropriate measures to control and monitor health and safety procedures as a vital part of running the Branch as an efficient and successful operation. So far as it is reasonably practicable, therefore the Branch will:

- ensure that equipment and our activities are safe and offer no hazard and/or risk to health and safety
- ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of equipment
- provide information, instruction, training and supervision as is necessary to ensure the health and safety of all members
- ensure that adequate facilities for the welfare of members are available

- safeguard the health and safety of visitors and any members of the general public who may be affected by our activities
- provide any information relating to health and safety in respect to procedures and our activities and, where necessary, will consult with members
- review the policy as and when necessary particularly in respect of major changes within the Branch and/or changes in legislation and bring these changes to the attention of members
- ensure that all members are mindful of their health and safety responsibilities and co-operate with the Branch in its efforts to fulfil the above policy
- ensure the policy is monitored
- ensure emergency contact numbers are available

Health and Safety policy practical application

The Branch will ensure that regular checks and testing will be carried out on all relevant systems, equipment and procedures as required by legislation.

Date Adopted:April 2015

Document Review

Our policy for regular review is to maintain a separate document detailing:

- Review timing requirements
- Each of our policies and the date it was adopted
- The date each policy was last reviewed.