

Cardiff Naturalists' Society Health and safety policy

Date of Last policy update: Monday, February 24, 2020

This is the statement of general policy and arrangements for: <u>Cardiff Naturalists' Society indoor and outdoor meetings</u>		
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of ill health (physical and mental) by managing the health and safety risks at society events	Society Council	Perform Risk Assessments and take action on any issues identified
Provide clear instructions and information, and adequate training, to ensure volunteers and members are protected as effectively as possible	Society Council	Communicate the policy and assessments to the Members and Volunteers
Engage and consult with volunteers and members health and safety conditions	Society Council	Any issues raised by members will be communicated to council members as soon as practically possible and either dealt with immediately or agenda'd at the next meeting depending on the urgency
Implement emergency procedures – evacuation in case of fire or other significant incident.	Society Council	Ensure that any venues we use have suitable signage and this is mentioned at the start of meetings
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Society Council	Ensure that this is the case for any Society owned equipment and that we have agreed this is the case for owners of the venues that we use
Young or vulnerable persons attending events	Parents or guardians	Young or vulnerable are welcome at our events, but must strictly be under parental or guardian supervision at all times, Society members cannot accept to be responsible for unsupervised children or vulnerable people
First-aid box is located:	We do not provide one for indoor meetings because we use lecture premises where such facilities are the responsibility of the building owners. When the walk is not at a local nature reserve where there will be good access to ambulance services walk leaders are encouraged to determine that they or another member of the party has one available	
Accident book is located:	Form available online on the Society website	

Risk assessment – indoor meetings held in university or similar premises

Date of risk assessment: Monday, February 24, 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips and trips	Members and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Overall building state is the responsibility of the owner. If we see issues with those aspects, we encourage members to report things to council member who will take it up with the building owners.	We are responsible for things that we bring into the buildings and these must be kept in a tidy manner not blocking any walkways	Any member	From now on as any issues are detected
Electrical Safety	Members and visitors Risk of electrocution	We use computers provided by the locations for most events which are securely installed and checked by the venues. We do have a projector and computers owned by the society. These have been checked to be in a good state of repair including cables	Continue to monitor that equipment and cables are in a good state of repair and dispose or replace any damaged equipment	Council members	From now on as any issues are detected
Ergonomic Safety	The design of the facilities we use may not be appropriate for use by members and visitors	We use computers provided by the locations for most events which are securely installed and checked by the venues. Speakers will mainly be standing to deliver talks, but that will not be for more than 1.5 hours We do have a projector and computers owned by the society. These should only be used by members if in an appropriately ergonomic position or for short periods of time	Inform users to raise any concerns to council members if they have or suspect any issues	Council members	From now on as any issues are detected
Young or vulnerable persons attending events	Parents or guardians	Young or vulnerable are welcome at our events, but must strictly be under parental supervision at all times, Society members cannot accept to be responsible for unsupervised children or vulnerable people	Young or vulnerable persons attending events	Council members	From now on as any attend events

Risk assessment – Generic outdoor meeting at nature reserve or similar

Date of risk assessment: Monday, February 24, 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
General outdoor walk risks	Members or leaders taking part in walks	General advice is given on the Ramblers website which we consider to be appropriate best advice and share to users https://www.ramblers.org.uk/advice/safety.aspx	No	N/A	N/A
Slips and trips	Members or leaders taking part in walks	We encourage members to wear appropriate footwear and be aware that footpaths may be uneven. Risks are increased if members leave marked paths and people should take increased care	No	N/A	N/A
Electrical Safety	Members or leaders taking part in walks	We do not use any Society electrical items on walks. Should members observe any issues with public electrical items they are encouraged to report issues to the appropriate authorities and leave the area	No	N/A	N/A
Walking with dogs	Members or leaders taking part in walks	Members or guests are recommended to follow the advice given by the Ramblers https://www.ramblers.org.uk/advice/safety/dog-walkers.aspx If a specific walk is known to be in an area with livestock a member or guest with a dog may be advised that this is not an appropriate walk for them.	No	N/A	N/A
Walking near livestock	Members or leaders taking part in walks	Members or guests are recommended to follow the advice given by the Ramblers https://www.ramblers.org.uk/advice/safety/walking-near-livestock.aspx	No	N/A	N/A
Walking near cliffs or in the hills	Members or leaders taking part in walks	Walk leaders are requested to point out any specific risk areas on the walks and members or guests are requested to take extra care in these areas	No	N/A	N/A
Location specific risks	Members or leaders taking part in walks	Walk leaders are requested to point out any specific risk areas on the walks and members or guests are requested to take extra care in these areas	No	N/A	N/A