

Wenlock Olympian Society Health and Safety Policy

Wenlock Olympian Society acknowledges and accepts their legal responsibilities for securing the health, safety, and welfare of all and volunteers and sub-contractors (e.g. adjudicators and track officials) working on their behalf under the Health and Safety at Work Act 1974.

These responsibilities also extend to others affected by their activities such as participants in the Wenlock Olympian Games and members of the public attending and participating at these events.

Wenlock Olympian Society will provide and maintain safe and healthy working conditions so far as reasonably practicable including:

- adequate control of the health and safety risks arising from their activities
- ensuring that all volunteers and sub-contractors are competent to carry out their tasks and are given adequate information, instruction, training, and supervision
- encouraging all volunteers and sub-contractors to be actively involved in maintaining safe working practices.

1. Organisation and Responsibilities

Overall responsibility for health and safety rests with the Board of Trustees of Wenlock Olympian Society who will:

- ensure suitable financial provision is made for health & safety obligations;
- provide a safe working environment at any meeting place / event location and ensure health & safety responsibilities are agreed when working with external suppliers (e.g. venues - to include a risk assessment performed by the venue);
- ensure that the health and safety policy is effectively implemented throughout their organisation;
- provide appropriate training, information, supervision, and instruction to volunteers and sub-contractors;
- ensure activities are planned to take into account health & safety issues;
- provide adequate welfare facilities for volunteers in accordance to the Workplace, (Health, Safety and Welfare) Regulations 1992.

All volunteers and sub-contractors shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their activities.

2. Arrangements

Health and safety is considered in all aspects of the work of Wenlock Olympian Society. The following, outlines the principal ways in which Wenlock Olympian Society implement health and safety:

2.1. Communication

The contents of this policy are brought to the attention of all volunteers and sub- contractors.

2.2. Training

Training needs will be identified and volunteers will be given training appropriate to their responsibilities.

2.3. Risk Assessments

Wenlock Olympian Society will make suitable and sufficient assessment of the risks to the health and safety of our volunteers and sub-contractors working at any meeting place / event location, and to others affected by our activities.

Wenlock Olympian Society will ensure a sufficient and up-to-date risk assessment has been performed at any meeting place / event location.

The objective is to examine all work areas and procedures to assess or determine if a risk or potential risks exist, and to categorise the severity of the risk with a view to elimination, substitution, reduction, or control of the risk to help create a safe working environment.

2.4. Emergencies

All Wenlock Olympian Games volunteers and sub-contractors should take measures to ensure that they familiarise themselves with local procedures and fire exits when first attending any meeting place / event location.

2.5. Equipment

All equipment is subject to routine maintenance, taking into account various factors, including:

- statutory testing,
- type of equipment;
- amount of use;
- consequences of failure.

2.6. First aid & accident reporting

A basic first aid kit containing recommended minimum materials is available at every meeting place / event location. An appointed person is selected to maintain the contents of the first aid kit and to phone for emergency assistance if required.

All accidents must be recorded in an accident book and those defined in the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR) are reported to the appropriate enforcing authority via the HSE's website: <http://www.hse.gov.uk/riddor/report.htm>.

2.7. Manual handling

Wenlock Olympian Society will so far as is reasonably practicable, avoid the need for our volunteers to undertake any manual handling operations which involve a risk to their being injured at any meeting place /event location.

2.8. Fire safety

Wenlock Olympian Society will safeguard our volunteers and sub-contractors against exposure to the hazards associated with fire at any meeting place / event location.

3. Review

This policy will be regularly reviewed by Wenlock Olympian Society's Board of Trustees to ensure these standards of health and safety are maintained.

Last Reviewed: April 2024