The Wavertree Society Health and Safety Policy

Organisation: The Wavertree Society

Policy Approved By: The Committee

Date Approved: 10.09.2026

Review Date: 10.09.2027

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1. Policy Statement

The Wavertree Society is committed to providing a safe and healthy environment for its trustees, volunteers, members, visitors, speakers and members of the public who participate in its activities.

We recognise our responsibility to take reasonable steps to prevent injury, ill health, damage, or loss arising from our activities. We will seek to ensure that health and safety considerations form part of the planning and delivery of all events, meetings, talks, visits and other activities organised by the charity.

The charity will comply with applicable health and safety legislation and adopt good practice appropriate to the scale and nature of its activities.

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2. Responsibilities

The Committee

The Committee have overall responsibility for health and safety and will:

- Promote a positive health and safety culture.
- Ensure this policy is reviewed regularly.
- Consider health and safety implications when planning activities.
- Ensure suitable insurance cover is maintained.
- Investigate any significant accidents, incidents or near misses.

Event Organisers and Volunteers

Individuals organising events or activities will:

- Assess foreseeable risks associated with events.
- Ensure venues and activities are suitable and safe.
- Brief participants on relevant safety information.

- Report accidents, incidents or hazards promptly.
- Take reasonable care for their own safety and that of others.

Participants

Those attending activities are expected to:

- Follow reasonable instructions given by organisers.
- Inform organisers of any concerns affecting their safety.
- Behave responsibly and avoid actions that may endanger themselves or others.

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3. Risk Assessment

The charity will undertake a proportionate assessment of risks before organised activities.

Consideration will be given to:

- Suitability and safety of venues.
- Accessibility requirements.
- Fire safety arrangements.
- Weather conditions for outdoor activities.
- Transportation arrangements where relevant.
- Visitor and participant numbers.
- Any specific hazards associated with the activity.

Appropriate control measures will be implemented where risks are identified.

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4. Meetings, Talks and Indoor Events

For indoor events the charity will:

- Use venues that are suitable and maintained in a safe condition.
- Ensure emergency exits remain accessible.
- Inform attendees of emergency procedures where appropriate.
- Avoid overcrowding.
- Take account of accessibility needs wherever reasonably practicable.

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5. Visits, Walks and Outdoor Activities

For organised visits and walks the charity will:

- Consider route conditions and potential hazards.
- Monitor weather forecasts and adjust arrangements if necessary.
- Advise participants regarding suitable clothing and footwear.
- Ensure participants are aware that they take part at their own risk and must be responsible for their own health and fitness to participate.
- Maintain contact arrangements for group leaders where appropriate.

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6. Accident Reporting

Any accident, injury, incident or near miss occurring during a charity activity should be reported to an organiser or committee member as soon as possible.

The charity will:

- Record details of significant incidents.
- Review causes and identify lessons learned.
- Take reasonable steps to prevent recurrence.

Emergency services will be contacted whenever necessary.

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7. First Aid

The charity will:

- Ensure access to first aid arrangements appropriate to the event.
- Identify the location of first aid facilities at venues where possible.
- Encourage organisers to carry a basic first aid kit during outdoor activities where appropriate.

Participants remain responsible for carrying any personal medication they may require.

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8. Safeguarding

The charity is committed to safeguarding children and vulnerable adults.

Where activities involve children or vulnerable adults, the charity will:

- Follow its safeguarding policy and procedures.
- Ensure concerns are reported promptly.
- Comply with relevant legal requirements and good practice guidance.

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9. Fire and Emergency Procedures

Event organisers will familiarise themselves with venue emergency procedures and:

- Identify fire exits.
- Ensure escape routes remain clear.
- Follow venue evacuation procedures in the event of an emergency.
- Contact emergency services where required.

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10. Insurance

The charity will maintain appropriate insurance cover, including public liability insurance, and review this periodically to ensure it remains suitable for the organisation's activities.

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11. Review

This policy will be reviewed annually or sooner if:

- There is a significant change in activities.
- Health and safety legislation changes.
- An incident indicates that improvements are required.

Signed: ___Robert Zatz_____

Position: Chairperson on behalf of the Committee

Date: _____10.09.2026_____