



HARPENDEN & DISTRICT LOCAL HISTORY SOCIETY

Health & Safety Policy Statement

Health and Safety at Work, Act 1974 and Regulatory Reform (Fire Safety) Order 2005

The Society's Responsibilities

The Society recognises and accepts its health and safety responsibilities to its volunteers and will liaise with Sports and Leisure Management Limited (**SLM**) as operator of the Eric Morecambe Centre to ensure these responsibilities are met:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks from work activities in the workplace;
- Provide clear information, instructions, training, and supervision to ensure volunteers are competent to do their work;
- Engage and consult with volunteers on day-to-day health and safety conditions;
- Implement emergency procedures to include safe evacuation in case of fire or other significant incident;
- Maintain safe and healthy working conditions and ensure safe access and egress to and from premises;
- Provide and maintain safe plant, equipment, machinery and safe systems of work;
- Ensure safe handling, storage and use of substances;
- Maintain management systems and processes to meet certification standards of ISO 45001 occupational health and safety management system.

Volunteer Responsibilities

All volunteers should:

- Take care of themselves and others around them;
- Follow safety instructions as shown and/or instructed;
- Use only equipment and chemicals for which training has been received;
- Co-operate with their managers so that everyone is able to carry out their responsibilities;
- Immediately report any accident, incident or unsafe situation to their team leader.

12th December 2023

Harpenden & District Local History Society is a Charitable Incorporated Organisation registered with limited liability in England and Wales under the Charities Act 2011 with charity number 1183526 whose principal office is at Eric Morecambe Centre, Rothamsted Park, Harpenden, Herts. AL5 2FR. www.harpenden-history.org.uk

Member of The National Council for Voluntary Organisations and we have adopted the Code of Ethics for Museums of the Museums Association.