

# FLEETVILLE DIARIES

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## HEALTH AND SAFETY POLICY

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### **1. *The Background to the Policy***

Fleetville Diaries takes seriously the Health and Safety of its members, guests and invited visitors. It is part of the duty of care of Fleetville Diaries to ensure that every reasonable step is taken to prevent injury to people and damage to property.

The effectiveness of this policy depends on the active co-operation of everyone involved. Although the Committee is responsible for providing the overall framework in which Health and Safety is managed, everyone involved in Fleetville Diaries has a responsibility to take care and not to put themselves or others at risk.

### **2. *Aim***

To provide a framework for managing Health and Safety during Fleetville Diaries' activities.

### **3. *Responsibilities and Health and Safety***

The Committee of Fleetville Diaries has overall responsibility for Health and Safety. A named Committee officer will have overall responsibility for Health and Safety and will maintain a continuous watch on all aspects of the policy and its implementation.

### **4. *The Practice***

Fleetville Diaries will:

- Ensure that information, instructions, training and supervision is made available to protect its members, audience and invited visitors.
- Ensure that every new member is made aware of the Health and Safety policy and that updates are given as necessary.
- Maintain insurance policies to cover its public liability in all locations where it operates and for all activities carried out by Fleetville Diaries or ensure cover via premises provider's policy while Fleetville Diaries members are on site.
- Follow approved codes of practice in meeting Health and Safety regulations.
- Participate in joint Health and Safety inspections with the overall premises manager.
- Report potential hazards and dangerous occurrences to the overall premises manager.

**Members will:**

- Take reasonable care of their own Health and Safety and that of others who may be affected by what they do.
- Co-operate with the organisation and the manager of the premises.
- Not interfere with or misuse any equipment provided for health, safety or welfare.

## **5. *Health and Safety Arrangements***

### **5.1 The Operating Environment**

Fleetville Diaries will ensure that the space used by Fleetville Diaries will be:

- Clean and tidy, free from rubbish and adequately lit, heated and ventilated.
- Electrical wires are secured to prevent tripping.
- All instruments and equipment must be used sensibly by members; care must be taken not to cause obstruction or any other hazard.
- The nominated Committee officer will inspect the premises before any performance or other activity to ensure that the Operating Environment is safe.
- The nominated Committee officer will find out where fire extinguishers, first aid, etc, are located in the premises.

### **5.2 Risk Assessments**

Risks presented by new Fleetville Diaries' activities or the use of new premises will be assessed before they are adopted.

### **5.3 Fire Safety and Emergency Procedures**

Fleetville Diaries will ensure that members, employees, audience and invited visitors comply with fire precaution regulations for the premises and that they are made aware of appropriate fire exits and assembly points.