



# **AMATEUR YACHT RESEARCH SOCIETY**

**President**

**HRH Prince Philip, Duke of Edinburgh KG KT OM GBE QSO**

## **HEALTH & SAFETY POLICY**

## **This Health & Safety Policy relates to a small group without paid staff**

### **Introduction**

The Amateur Yacht Research Society Management Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee Members and Volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Amateur Yacht Research Society Management Committee is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Management Committee.

### **1. The Amateur Yacht Research Society Responsibilities**

The Management Committee Member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is the Vice Chairman. This post is currently held by JASPER GRAHAM-JONES.

All accidents or unsafe incidents will be investigated by the Vice Chairman on behalf of the Management Committee as soon as possible and then to be reported to the Management Committee at the next available committee meeting.

The Event Co-Ordinator is responsible for

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;

- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required;

## **2. Volunteer Responsibilities**

All Amateur Yacht Research Society volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Event Manager at once.
- They record accidents or near misses at work in the Accident Book kept by the Event Manager for the area in which they are working.
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it immediately to the Event Manager.

## **3. Risk Assessments**

The responsible Management Committee member, the Vice Chairman, will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- trip or event to organise
- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology

or any other reason which makes the original assessment not valid.

## **4. Training**

To comply with legislation and to promote the health, safety and welfare of Volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

## 5. Resolving Health and Safety problems

Any volunteer with a health and safety concern must first report it to the Event Co-Ordinator.

If, after investigation, the problem is not corrected in a reasonable time, or the Event Co-Ordinator decides that no action is required, but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Management Committee member responsible for health and safety. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Management Committee.

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