

Health and safety policy

This is the statement of general policy and arrangements for:		Orkney Historic Boat Society
James Clouston (Chairman)		has overall and final responsibility for health and safety
Rod Daniel (Secretary), Michael McLaughlin (Vice Chairman)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	JC, RD, MM	Make all volunteers aware of their responsibilities to keep themselves and others safe.
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work	JC, RD, MM	Make sure adequate training is provided as required.
Engage and consult with volunteers on day-to-day health and safety conditions	JC, RD, MM	Make volunteers aware of any special conditions and special operations, etc on a daily basis.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	JC, RD, MM	Have clear procedures in place to cope with any emergency.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	JC, RD, MM	Make sure all equipment is well maintained and serviceable and all hazardous substances are safely stored when not in use.

Signed: * (Chairman)		Date:	20/10/2015
----------------------	---	-------	------------

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	On wall beside double door.
First-aid box is located:	In workshop above bench.
Accident book is located:	In main office.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>