

The Imp Club

Health & Safety Policy statement

Part 1: Statement of intent

The aims of the Club's Health and Safety policy are:

- To ensure the safety of all club members and their families
- To maintain the safety of all volunteers within the club
- To safeguard all vulnerable adults and children at our events
- To ensure the safety of members of the general public visiting our events
- To maintain and improve Health and Safety Standards
- To address any members Health and Safety concerns and take appropriate action where necessary
- To keep up to date with any new Health & Safety legislation
- To regularly review and update the Club's policy when required
- To maintain an accident log and record any incidents together with any resulting actions taken

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

- The Directors of the Imp Club have overall responsibility

2. Day-to-day responsibility for ensuring this policy is put into practice:

- The Imp Club Committee are responsible for putting the procedures in place to ensure the safety of all members
- Event organisers are responsible for following the Imp Club Health and Safety guidance to ensure the safety of Club members, their families and members of the public

3. Maintenance /Improvement of health and safety standards

- The committee have responsibility in the following areas -
 - ❖ Safeguarding of adults and children

- ❖ Moving and handling of equipment and spares
 - ❖ First Aid
 - ❖ Fire safety
 - ❖ Events organised by the Club
- The policy and all related documentation will be reviewed regularly and any amendments required will be made
 - After any incident the committee will review and take action including amending any documentation if required

4. All members should:

- Co-operate with organisers/committee on health and safety matters
- Take reasonable care of their own health and safety
- Be aware of other people and act responsibly
- Be aware the event is a family occasion and children will be present
- Parents should be aware that it is a car event and there will be movement of cars during the day
- Report all health and safety concerns to an appropriate person (the organising team or a committee member as necessary)

Part 3: Arrangements for health and safety

Risk assessments:

- Moving and handling (for shows, events, spares)
- Display screen equipment (DSE) if required

Documentation:

- There will be a dedicated electronic Health & Safety folder held in the committee library
- All Health and Safety documentation will be stored within that folder including-
 - ❖ Health & Safety policy
 - ❖ Emergency procedure for Nationals
 - ❖ Training logs
 - ❖ Equipment log
 - ❖ Maintenance/Portable Appliance Testing (PAT) log

- ❖ Accident log
- ❖ Moving & Handling and Ladder Training guidance

- ❖ Risk assessment for the handling of Club Spares
- ❖ Health & Safety guidance and Risk Assessments for -
 - Stands at indoor shows
 - Stands at 1-day outdoor shows
 - Stands at outdoor shows with overnight stays
 - Area Centre events e.g., Scenic runs, fish and chip runs
 - Imp club organised events e.g., Imp Ecosse, Wicked Welsh
 - Nationals

Training:

- Moving and handling - training and refresher for events and spares
- First aid- training and refresher courses if required
- Safeguarding training/refresher for the Club's Safeguarding Officers
- Training records

Consultation:

- The policy will be agreed in the normal way via Committee members approval prior to sign off
- Any safety concerns raised by members or the public will be discussed at the next committee meeting and any required action/policy change carried out

Evacuation:

- Documented with the risk assessment for Nationals
- For other events the procedures and regulations of the organisers/owners must be followed