



## Health and Safety policy

### Statement of intent

The policy of Shoreham District Ornithological Society (SDOS) is to provide, maintain and promote a safe and healthy environment for all our members and associates. This policy relates to the Society's formal activities and to SDOS members and anyone directly affected by our activities, such as visiting speakers and members of the public at our events.

### Responsibility

Overall and final responsibility for Health and Safety at all events and activities organised by SDOS lies with Council. This responsibility is delegated to a named Leader for each event or activity. This Leader is responsible for ensuring that this policy is upheld.

For SDOS Council meetings the responsible person is the Chair of SDOS.

For other events the responsible person is the Walk Leader or Public Engagement Event Convenor or the Chair of the Meeting or Talk.

### Scope

All SDOS events must be supported by a relevant Risk Assessment.

When SDOS participate in an event hosted by another organisation, the Council delegates authority to the Chair of SDOS to review the Risk Assessment requirements for that event. The Chair may choose to involve Council in this review.

If the host organisation has completed a Risk Assessment that includes SDOS participation, then as a minimum SDOS will comply with the host organisation's health and safety requirements. SDOS may choose to follow higher additional requirements if deemed necessary by the SDOS Council Risk Assessment process.

This policy covers formal events publicised in the SDOS Annual Calendar and other events sponsored by the Society. It does not relate to informal activities that may be organized by individuals or groups of members.

## Procedures for outdoor events

A Risk Assessment tool will be maintained and regularly updated covering planned outdoor events. For each event the tool will be tailored to reflect identified potential health and safety risks and consequences.

The Risk Assessment assesses whether any planned activity could result in someone being harmed or injured and how serious that harm or injury could be. Appropriate mitigations are identified to minimise the identified risks and possible consequences.

This comprehensive approach will include assessing risk as it relates to aspects of the event such as equipment, venue, volunteers, attendees, terrain, physical hazards, and the weather. This is not an exhaustive list.

For all outdoor events, Leaders must be provided with a copy of the Risk Assessment tool. At the beginning of the Event or Walk Leaders must provide participants with a verbal safety briefing based on the risk assessment.

For outdoor events, risk assessments will be available to view via the Events tab on the website. Further, as part of communications for each outdoor event, a link to the Risk Assessment will be distributed together with a reminder that all participants have a duty of care to inform themselves of the suitability of a walk for their abilities and health.

This ensures that all participants have the opportunity to familiarise themselves with the risks associated with an event, the mitigations in place and whether the activity is suitable for their participation.

For any 'short notice' walk or impromptu event, a Risk Assessment must have been completed prior to the activity.

## Procedures for indoor events

For indoor talks (typically scheduled SDOS talks and meetings, open to members and the general public) a Risk Assessment supplied by the Hall provider has been adopted. Based on that Risk Assessment, a safety briefing will be presented verbally at the start of the meeting. Typical items will include the nature of fire alarms, the locations of fire exits, evacuation processes and smoking restrictions.

For Council meetings, a general Risk Assessment will be completed and reviewed annually by the chair.

## Other matters

Safeguarding: a separate stand-alone policy is in place that covers the arrangements for children and adults at risk, in accordance with the legislation and guidance applicable in England.

SDOS has Public Liability Insurance (Zurich Insurance).

## Practice guidance notes and definitions

For outdoor events, a pragmatic approach to risk assessments is taken. Risk assessments are based on knowledge of the route to be walked or the location of a public engagement event.

Normally Risk Assessments are verified and updated by walking the route or visiting the venue etc. Over time, for popular walks and public engagement venues SDOS will establish and maintain a library of risk assessments supported by 'field experience'.

Walk Leaders will also provide feedback on completed walks and this may lead to risk assessments being modified. This is consistent with risk assessments being 'live' documents.

SDOS organises a wide range of outdoor events. These include walks that are in our formal and communicated walks programme and outdoor public engagement events usually targeted at non-members.

## Frequency of Review

This policy must be reviewed annually.

Date...approved by Council.....9 May 2022 Version 6

Signature (Chair).....Tony Benton .....

Signature (Secretary).....Sue Miles .....

This policy has been created using a template provided by TCV Adur and Worthing and advice from Zurich Insurance.