

Great Yarmouth Local History and Archaeological Society

Health and Safety Policy

GYLHAS is committed to operating with health and safety standards as outlined in by the Health and Safety Executive. GYLHAS Committee will provide a safe venue for members, guests and speakers, in order to reduce the risk of accidents, work related ill health or injury.

Responsibilities

All members of the GYLHAS Committee, as recorded in the most current GYLHAS documentation, are responsible for ensuring the Health and Safety of both members and guests and will ensure that risks, as outlined in the Risk Assessment for Christchurch premises, are managed. If members visit other sites, or activities take place outside the usual remit of the GYLHAS programme, further appropriate RA will be carried out, including inspection of RA and H&S arrangements of external parties.

The Control of Substances Hazardous to Health (COSHH)

If any member, guest or speaker is required to work with any hazardous substance a COSHH risk assessment will be carried out and all necessary steps taken to control any risks identified.

Safe Equipment

The GYLHAS Committee will ensure that equipment used by any member, guest or speaker is safe by carrying out a risk assessment and taking necessary steps taken to control any identified risks. Any electrical equipment used by guests or members should hold a current PAT certificate.

Fire Assessment

All public and community buildings in which GYLHAS operate comply with minimum levels of standards in order to reduce the risk of fire. The GYLHAS Committee will ensure that members, guests and speakers are fully aware of the emergency evacuation procedures.

Insurance

GYLHAS is covered by Public Liability Insurance and the level of cover will be monitored and reviewed at least once a year.

First Aid

The GYLHAS Committee will ensure that a First Aid kit is available for members, guests and speakers who are on GYLHAS business. Any incidents should be reported to the GYLHAS Committee immediately.

Monitoring and Review

The GYLHAS Committee will review this policy every two years.