Dulwich Society Health and Safety Policy

Charity Registration Number: 234192

1. Statement of Intent

This is the health and safety policy statement of the Dulwich Society. It refers to all activities carried out by the Society.

Its aim is to:

- Prevent accidents and ill health
- Manage health and safety risks
- Provide clear instructions and information, and adequate training, to ensure Officers (which for this purpose includes Trustees) and volunteers of the Society are competent to carry out its activities
- Provide personal protective equipment for those organising or attending Society events, as appropriate
- Implement emergency procedures in all venues used for Society activities, including evacuation in case of fire or other significant incident
- Ensure safe procedures for lone volunteers

Dulwich Society fully accepts the obligations placed upon it under Health and Safety legislation and requires its Chair to ensure that the following policy is implemented and to report annually to the Board of Trustees on its effectiveness.

The purpose of the policy is to establish general standards for health and safety in all the Society's activities, to distribute responsibility for their achievement to all Officers, Trustees and volunteers and to ensure that members and others engaged in Society activities are aware of the standards.

Signed: *James Thompson*

James Thompson (Chairman)

Date: 20 July 2026

Signed: *Jane Jones*

Jane Jones (Secretary)

Date: 20 July 2026

2. Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety: James Thompson (Chair)

2.2 Day-to-day responsibility for ensuring the policy is put into practice: Jane Jones (Secretary)

2.3 To ensure health and safety standards are maintained/improved:

The Chair has overall responsibility for the implementation of the Society's Health and Safety Policy. In particular they are responsible for ensuring that the policy is widely communicated and its effectiveness monitored.

The Secretary is responsible for:

- the production and maintenance of the Society's Health and Safety policy and ensuring that other policies and guidelines are consistent with it
- its application
- risk assessments
- accidents, first aid, fire evacuation procedures
- monitoring and reporting on the effectiveness of the policy
- the provision of general advice about the implication of the law
- the identification of health and safety training needs
- maintaining equipment and records
- The Secretary also acts on behalf of the Chair as the Organisation's formal link with the Health and Safety Executive, Environmental Health Departments and other external agencies.

2.4 All Officers, members and volunteers, in the course of carrying out activities for the Society, should:

- comply with the Society's Health and Safety Policy
- take reasonable care of their own health and safety and the health and safety of individuals who may be affected by their acts and omissions; and
- report all health and safety concerns to the Secretary at: secretary@dulwichsociety.com

3. Arrangements for Health and Safety

3.1 Risk Register

It is the policy of the Society to require a thorough review of health and safety annually as part of the completion of the annual Risk Register. The responsibility for ensuring that the review is carried out as part of this Policy rests with the Chair and will be carried out by the Secretary. It is the Chair's responsibility to ensure that any deficiencies highlighted in the Risk Register are dealt with as speedily as possible.

3.2 Risk Assessment

In addition, to the overarching Risk Register, the Society, through the relevant organiser, will conduct an individual Risk Assessment for each major activity such as garden visits, walks or social events.

See the Risk Assessment pro-forma at Appendix 1.

3.3 Training

Health and Safety training needs will be identified through the annual process of producing the Risk Register, with particular attention being given to training for Trustees, Chair and Secretary, to equip them with an understanding of their responsibilities under this policy, and arrangements for Officers, Trustees and volunteers working remotely on Society business.

3.4 Records, Statistics and Monitoring

The Society will maintain a record of accidents, hazard and testing.

3.5 Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to the Health and Safety Executive, shall rest with the Chair as delegated to the Secretary.

3.6 First Aid

It is the policy of the Society to familiarise itself, through the relevant organiser, with the First Aid arrangements of all public premises where it carries out activities. The Society owns a First Aid Kit which can be loaned to organisers for events, and which is held by the Secretary.

3.7 Evacuation

The relevant organiser is responsible for making sure that procedures are in place for all members and other participants in Society meetings and events to be made aware of fire evacuation procedures for the premises through an announcement at the start of the meeting and checking that escape routes are well-signed and unlocked.

3.8 Accident Reporting

The Secretary will ensure that all incidents and accidents are recorded on the appropriate Form, investigated and reported as appropriate and that an Accident Register is maintained. The Incident/Accident Report Form is at Appendix 2.

3.9 Lifting and Manual Handling

All members and volunteers are responsible for ensuring any lifting follows safe techniques.

3.10 Portable Electrical Appliances

Any member in receipt of portable electrical equipment on behalf of the Society should maintain it in a safe condition with more formal testing at appropriate intervals.

4. Monitoring and Review

The Trustees have overall responsibility for monitoring that the Health and Safety Policy is effectively implemented by the Chair, Secretary and all members.

We will review the policy on a three-year cycle, or more frequently as a result of feedback from key stakeholders.

5. Key Legal/Regulatory References & Linked Policies

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Fire Safety (England) Regulations 2022
- Dulwich Society Risk Management Policy
- Dulwich Society Safeguarding Policy

Approval history

Adoption	May 2023
Revision 1	July 2026
Next revision due	July 2029