



## VALE OF EVESHAM HISTORICAL SOCIETY

### HEALTH AND SAFETY POLICY

#### Statement of Policy

The Vale of Evesham Historical Society (Registered Charity No. 1164317) is committed to protecting its members from accidents and work-related ill-health in all the locations in which it operates. The Society is also committed to protecting any members of the public who may be present at any of its functions in any of the locations in which it operates.

#### Responsibilities

The **Chairman of the Society** has overall responsibility for health and safety. His responsibilities are:

- To identify and manage the health and safety risks;
- To consult with members on health and safety issues and policy;
- To ensure that emergency procedures are developed as appropriate;
- To review this policy and oversee its implementation, and propose amendments as appropriate.

The **Chairman of the Archaeology Group** has responsibility and delegated authority for day-to-day implementation of this policy:

- To ensure that relevant risk assessments are completed, and actions arising out of those assessments implemented;
- To ensure that clear instructions, information and training are provided, and ensure that members can carry out their activities competently and safely;
- To ensure that any equipment is safe to use;
- To ensure that all Society assets, including equipment and historical artefacts (including any containing hazardous components or chemicals), are stored and housed safely;
- To keep the Accident Book.

The **Committee of the Society** shall:

- Endorse and adopt this policy;
- Endorse and adopt any future amendments.

Signed: ..... (Chairman)

Signed: ..... (Chair, Archaeology Group)