

# Health and safety policy

**This is the statement of general policy and arrangements for:**

Burton-on-Trent Rambling Club Name of organisation
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**Overall and final responsibility for health and safety is that of:**

Chairman, Burton-on-Trent Rambling Club
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**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Secretary, Burton-on-Trent Rambling Club
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Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and Rambling Club related ill health and provide adequate control of health and safety risks arising from the clubs activities	Mrs J. Nelson, Hon. Secretary	Ensure that the Burton-on-Trent Rambling Club, through its Committee, reviews Health and Safety advice at least once a year..
To provide adequate advice to ensure members are able to safely take part in Rambling Club activities.	Mrs J. Nelson, Hon. Secretary	Ensure that the Burton-on-Trent Rambling Club, through its Committee, ensures that up-to-date Health and Safety advice is available to all members.
To engage and consult with members on day-to-day health and safety conditions.	Mrs J. Nelson, Hon. Secretary	Ensure that the Burton-on-Trent Rambling Club, through its Committee, consults with members or their representatives on a periodic basis over any Health and Safety concerns.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Mrs J. Nelson, Hon. Secretary	Ensure that the Burton-on-Trent Rambling Club, through its Committee, publishes to members emergency procedures and fire evacuation routines.
For indoor events, to maintain as far as reasonably practical, safe and healthy conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	Mrs J. Nelson, Hon. Secretary	Ensure that the Burton-on-Trent Rambling Club, through its Committee reviews Health and Safety advice at least once a year..

Health and safety law poster is displayed:	N/A		
First-aid box and accident book are located:	Individual members carry their own first aid kit whilst on rambles. First aid facilities are also held by organisations whose rooms or transport are hired.		
Signed: (Chairman)		Date:	
Subject to review, monitoring and revision by:	Mrs J. Nelson, Hon. Secretary	Every:	12 months or sooner if work activity changes

Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

# Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: BURTON-ON-TRENT RAMBLING CLUB

## OUTDOOR EVENTS:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Members and visitors may be injured if they slip on difficult ground or trip over objects</i>	<i>Advice on hazards to is given all new members and periodically to all members, and via the club website.</i>	<i>Guidance to be reviewed by the committee.</i>	<i>President / committee</i>	<i>1 July 2013</i>	
<i>Traffic on roads</i>	<i>Members and visitors may be injured by collision with vehicles on roads</i>	<i>Members are advised to always walk on the right where it is safe to do so. Warnings about traffic are to be passed forwards or backwards to warn other members nearby.</i>	<i>Guidance to be reviewed by the committee.</i>	<i>President / committee</i>	<i>1 July 2013</i>	
<i>Falls</i>	<i>Members can be injured by slipping on difficult ground, by falling off stiles or when climbing gates.</i>	<i>Advice on hazards to is given all new members and periodically to all members</i>	<i>Guidance to be reviewed by the committee.</i>	<i>President / committee</i>	<i>1 July 2013</i>	
<i>Animals</i>	<i>People can be trampled by bulls, cows or bullocks</i>  <i>Adder bites are a risk in some areas</i>	<i>Advice on hazards to is given all new members and periodically to all members</i>	<i>Guidance to be reviewed by the committee.</i>	<i>President / committee</i>	<i>1 July 2013</i>	
<i>Unhygienic conditions</i>	<i>Dirt, mud and animal substances can be transferred to members hands and then to food consumed on a walk.</i>	<i>Advice on hazards to is given all new members and periodically to all members</i>	<i>Guidance to be reviewed by the committee.</i>	<i>President / committee</i>	<i>1 July 2013</i>	
<i>Hypothermia / heatstroke</i>	<i>Members walking in inadequate clothing when it is cold can lead to hypothermia and death.</i>  <i>Walking in full sun in hot conditions can lead to heat exhaustion/sunstroke</i>	<i>Advice on hazards to is given all new members and periodically to all members</i>	<i>Guidance to be reviewed by the committee.</i>	<i>President / committee</i>	<i>1 July 2013</i>	

# Risk assessment

## INDOOR EVENTS:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Members and visitors may be injured if they trip over objects</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs.</i>	<i>Review guidance given to members and visitors</i>	<i>President / committee</i>	<i>1 July 2013</i>	
<i>Boiling water</i>	<i>Members preparing refreshments may be scalded carrying jugs of hot water/drinks, or when filling teapots.</i>	<i>Members are aware of risks and take care as required. Kitchen facilities have warnings in place.</i>	<i>Review guidance given to members and visitors</i>	<i>President / committee</i>	<i>1 July 2013</i>	
<i>Fire</i>	<i>Fire in the premises can cause injury and death</i>	<i>Members sign a log so that there is a record of attendance.</i>  <i>Fire and emergency evacuation procedures are explained at the start of each seasons events.</i>	<i>No</i>			

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> Combined risk assessment and policy template published by the Health and Safety Executive 11/11