



Draft - pending ratification at AGM (Jan 2005)

Health and Safety Policy

1. Introduction

1.1. City Synergy is fully committed to ensuring that its activities are run in a way that does not compromise the health and safety of its members and volunteers and does not endanger members of the public.

1.2. This Policy sets out guidelines to foster awareness of health and safety issues and should be read in conjunction with the constitution and other policies of City Synergy.

2. Maintaining health and safety

2.1. All activities should have a responsible leader or leaders who will be accountable to the management committee for ensuring that proper procedures are followed and that preventable risks are avoided.

2.2. The management committee will be responsible to ensure that activity leaders have the necessary training, supervision and support.

2.3. Any activity organised by City Synergy should be properly planned and supervised.

2.4. All equipment used in any activity should be properly tested by an appropriate person to ensure that it is safe and fit for the purpose. Activity leaders should assure themselves that such standards are in place.

2.5. Where using facilities owned by other organisations, leaders should ascertain that these meet safety standards.

2.6. Activity leaders should ensure that participants in activities are aware of all safety issues and wear or use the relevant equipment.

2.7. City Synergy reserve the right to prevent any person whose conduct poses a risk to their own or others safety, or who refuses to adhere to safety standards, from participating in an activity.

2.8. The Management committee will conduct regular risk assessments of its activities and the Chair will report to the AGM each year advising of progress in this area.

3. Incident reporting

3.1. Any incident or potential danger should in the first instance be notified to the activity organiser.

3.2. Where an incident is considered by the activity leader to be serious or persistent they should ensure the management committee is notified.

3.3. If a participant feels that an activity leader is causing or allowing excessive risk the member or volunteer should report the incident directly to a member of the management committee (usually the chair or secretary of City Synergy).

3.4. The management committee will ensure that incidents are investigated thoroughly and fairly in accordance with its

complaints policy and that any action is carried out without unnecessary delay.

4. Review

4.1. This policy will be reviewed regularly, initially after six months and thereafter at a maximum of two yearly intervals.

4.2. The policy will be available to all members and to existing and prospective volunteers.

4.3. The policy and any revisions will be presented to the next AGM or SGM for approval. Should the policy or changes to it be approved by the committee more than six months before the AGM, a draft copy will be sent to members/volunteers for their consideration.