

Health & Safety Policy (2024 REVISION)

Ratified: 18/01/2024

The aim of this policy is to ensure that members are safe and refers to all attendees to meetings, whether members, or the guests of members.

This policy guides the *Sorby Natural History Society Sheffield* [Sorby].

1. The Sorby Board of Trustees (Sorby Council) is responsible for the implementation and review of this policy.
2. Children and young people (under 18s) who are Sorby members through household membership, and other children and young people should be accompanied at meetings of the society by a responsible adult. See Sorby Natural History Society Rule 1.

Sorby will therefore adhere to the following in so far as it applies to its activities, and recognising that Sorby does not employ any staff and meetings will always be conducted in premises and settings which are not owned by nor the direct responsibility of Sorby.

Sorby recognises that outdoor activities inevitably carry risks. Personal health & safety is the responsibility of all meeting attendees. The following advice will be made available on our website;

1. Attendees should wear clothing and footwear that is appropriate for the meeting place and conditions.
2. Meeting organisers are not required to carry a group first aid kit, but all attendees are advised to carry a personal kit if they so desire.
3. The meeting organiser is not required to maintain a list of attendees or perform a roll call. However, attendees that move away from the group should inform the meeting organiser if they are leaving the group or heading home. Likewise, meeting organisers should inform attendees if they are moving on.

Where meeting places (indoors and outdoors) are judged to pose a risk to the health and/or safety of members attending the meeting or activity, beyond those which can be reasonably expected in the premises or setting;

1. The meeting organiser will take the responsibility of deciding whether or not to continue and draw the attention of participants to the hazard/s so that they may make a judgement themselves as to whether or not they continue to participate. If participants continue with a meeting or activity, this shall be entirely at their own risk.
2. The relevant leader will draw the attention of the owner of the premises or private settings as appropriate to any hazards identified.
3. In the event of an incident, the general secretary should be informed of the details as soon as is practical, using the email address secretary@sorby.org.uk. The Secretary will then log the incident. Members should not admit any liability for any incident which could prejudice any further investigation of the matter.

Sorby will draw the attention of all members to this policy via the Sorby website