

## **HEALTH AND SAFETY GUIDANCE**

The AVu3a Committee have a responsibility for the safety of all members whether they are attending a general meeting, group meetings or out on trips, walks or taking part in any physical activities. It is also important that individual members ensure that they take every precaution to keep themselves safe and others. The following guidelines are to remind us of what those regulations are. Whilst the Health and Safety Laws are mainly directed at the workplace, employers and employees, charitable organisations must also take some responsibility for the health and safety of their members. In the event of any accident or incident, full details must be recorded and sent to the Groups Co-Ordinator so that it can be recorded on our HSE Approved Accident Report book. In the absence of the Groups Co Ordinator, the Chairman or Vice Chairman must be informed. This is important for two reasons. It is vital that an accurate account is held if an insurance claim is made. It also may help us take steps to avoid any recurrence of the incident

### **General Meetings**

The following regulations are in place at Roman Park Hall where our monthly meetings take place.

- In the event of a fire being discovered, the fire alarm will sound. The alarm may be triggered by anyone discovering the fire. These alarm points are situated on the walls of the hall and entrance.
- Everyone present in the main hall, must evacuate the building via the emergency exits situated in the main hall. One exit on the right hand side and one on the left as one enters the hall or if safe to do so via the main entrance.
- Anyone present in the toilet facilities or main entrance area should leave via the main entrance if safe to do so.
- Anyone disabled and/or in a wheelchair should be assisted out of the building if necessary.

- Everyone **must go** to the assembly point in the car park at the **front** of the building (next to the large green box). If exiting the building via the patio area on the right of the hall, please use the footpath that goes around the building and do not stay in this area. This area is not an assembly point.
- The record of those who are attending the meeting must be taken to the assembly point. Anyone leaving the meeting early must ensure they have signed out, so an accurate list has been maintained of those present.
- No smoking or vaping is allowed at any meeting or near the entrance.
- Should any member be suffering from any possible infectious condition however mild should not attend the meeting.
- The Hall Manager should check that the emergency exits are all unlocked before the meeting begins.

### **Group Meetings in hired venues**

The group leader must ensure that they are aware of the following:

- The assembly point for that building.
- The emergency exits from the building and that they are unlocked.
- The alarm trigger points.
- An accurate list of all those members present.
- In the event of no staff managing the building at the time, the group leader must call the fire brigade.
- The group leader must check that all persons attending the meeting are present at the assembly point.
- Anyone disabled should be assisted to exit the building if necessary.
- No smoking or vaping is allowed at any meeting or near the entrance.
- If a meal out is planned, all dietary needs must be catered for, and allergies noted.

### **Group Meetings run from individual homes**

- The group leader must ensure that there are no trip hazards, and where there may be any risks to their members.
- The group leader must ensure that they are aware of a safe assembly point for their members away from the building in the case of a fire.
- No smoking or vaping is allowed during a group meeting or near the entrance.

- If the group leader does have pets, they should ensure that no member has any allergies with regard to contact with such animals

### **Coach Trips and outings**

- The group leader must ensure they take with them a full list of those travelling, together with an emergency contact number.
- A second member should be selected to act as group leader, should the group leader be taken ill or injured.
- Members should be advised to take with them any essential medications in case of a delay in returning home.
- No smoking or vaping must be allowed during the journey.
- Where the trip includes a pre-arranged stop for meals, the group leader should ensure that all dietary needs or/and allergies are catered for at the chosen venue.

### **Walking Groups and Physical Activities**

- The group leader must ensure that they have a list of all members attending.
- All members attending should be made aware of the distance for any walk planned.
- Where physical activities are organised, all interested members must be made aware of the physical demands that may be required before joining the group.
- No smoking or vaping should be allowed whilst attending these activities.
- Where walks are planned the group leader should ensure that all members have an emergency contact number in case of an emergency.
- If refreshment breaks are taken whilst out and about, the group leader should ensure that dietary needs are met, and allergies are noted.

### **This policy was adopted at a meeting of the Avu3a Committee**

Held on: 8/06/23

Date to be reviewed: 2024

Signed on behalf of the committee: Chris Lowe

Name & Role of signatory : Chris Lowe Chairman