

Health and safety policy

This is the statement of general policy and arrangements for:		Paddle Steamer Preservation Society
Martin Longhurst	has overall and final responsibility for health and safety	
David Green	has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks at Archive premises	David Green Archive Trustee	Ensure Archive premises are maintained in a safe condition, with particular attention to trip hazards, use of step ladders, fire precautions and electrical safety.
Implement emergency procedures at Archive premises – evacuation in case of fire or other significant incident.	David Green Archive Trustee	Display Fire Notice, Evacuation Procedure and Fire Exit sign All visitors to be signed in and out
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances at Archive premises	David Green Archive Trustee	Ensure Archive premises are maintained in a safe condition, with particular attention to trip hazards, use of step ladders, fire precautions and electrical safety. Display manual Handling poster. Turn off all portable electrical items except dehumidifier when leaving site
Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work at Archive premises	David Green Archive Trustee	Ensure all volunteers are briefed on safety implications of their work Brief all volunteers and visitors to Archive premises about procedures and safety and display manual handling and step ladder rules posters
Prevent accidents by managing health and safety risks at public meetings and other activities	Martin Longhurst Risk Manager	Provide appropriate guidance to Branch Secretaries and other organisers of public meetings.

Signed: * (Employer)	Martin Longhurst	Date:	21 March 2024 (reviewed)
----------------------	------------------	-------	--------------------------

Health and safety law poster is displayed at (location)	Not required as PSPS has less than five employees
First-aid box is located:	In Archive Office
Accident book is located:	In Archive Office

Risk assessment 1

Company name: **Paddle Steamer Preservation Society (Archive Activities)**

Date of risk assessment: **May 2019**

Last updated: **January 2024**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Volunteers and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Check on regular basis	All volunteers	From now on From now on	Ongoing Ongoing
Electrical Safety	Volunteers and visitors may suffer electrical shock or electrocution	Electrical items are only set up by D C Green	P A T small electrical items every two years	D C Green	May 2024	Previously May 2019 Delayed due to continuing Covid restrictions
Use of step ladders	Volunteers - possible harm from overstretching and incorrect use of steps	Used only by D C Green or those supervised by D C Green	Produce ladder safety policy and inform and display signage for users	D C Green	April 2019	19/4/2019
Fire precautions	Volunteers – burns and smoke inhalation	Water/Foam and CO2 extinguishers provided and serviced annually – usage stickers by extinguishers All visitors signed in and out.	Display evacuation procedure and assembly point. Extinguisher servicing annually every February/ March	D C Green D C Green	March 2024	March 2023:
Manual handling	Volunteers - injury from incorrect handling of items	Weight of items reduced to below 25kg Inform volunteers of safe handling rules	Display poster showing safe procedures for manual handling	D C Green	May 2019	May 2019
New hazards	Volunteers and visitors	Review this risk assessment annually		D C Green	April 2024	April 2023

Risk assessment 2

Company name: **Paddle Steamer Preservation Society (Other Activities)**

Date of risk assessment: **March 2022**

Last updated: **January 2024**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Volunteers and visitors may be injured if they trip over objects or slip on spillages.	Only use trailing leads or cables when unavoidable. If unavoidable, effective steps are taken to protect leads to minimize any trip hazards. Check once set up is complete at each meeting and before general public is admitted.		Meeting organisers	From now on	
Electrical Safety	Volunteers and visitors may suffer electrical shock or electrocution	Electrical items and extension leads must be inspected for damage and loose connections before use.		Meeting organisers	From now on	
Fire precautions	Volunteers and visitors – burns and smoke inhalation	Fire exits and details of planned alarm tests to be announced at commencement of each meeting.		Meeting organisers	From now on	
New hazards	Volunteers and visitors	Review this risk assessment annually		M Longhurst	Annually	January 2024

Risk Assessment circulated to Meeting Organisers 23 January 2024