

SOPA Health and safety policy

1 General statement

Saddleworth Outdoor Pursuits Association (SOPA) is working towards a comprehensive health and safety policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all volunteers. The duties are to take care of their own safety and that of other volunteers and visitors, and have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time
- adhere to safety procedures laid down by SOPA from time to time, and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near-miss occurrences and hazardous situations in the health and safety/accident book and report them to the next SOPA committee meeting.
- meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

2 Organisation and responsibilities

2.1 SOPA Management Committee

Overall and final health and safety responsibility within the organisation lies with SOPA Trustees. SOPA Trustees will take the responsibility for drawing to the attention of the committee and volunteers any health and safety matters that need to be discussed and/or acted upon. SOPA Trustees are:

Chairperson – Mark McLoughlin
Vice Chairperson – Pam Byrne
Treasurer Secretary – Janice Guest
Booking Officer – Mark Jones
Building Officer – Alan Swift

2.2 Delegated responsibility

SOPA Trustees shall be given delegated responsibility for ensuring that the health and safety policy is carried out within the organisation. In particular, they will be given delegated responsibility for:

- carrying out regular safety inspections of the property utilised by SOPA
- ensuring that floors are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, and so on.
- ensuring that the general fabric of the premises is maintained
- investigating and reporting accidents
- ensuring that a health and safety workplace poster on health and safety law is displayed
- making volunteers aware of the specific fire escapes and fire extinguishers within the building

- ensuring volunteers are given a copy of this policy and understand its contents
- ensuring that volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the committee any new legislation on health and safety relevant to the work of SOPA
- drawing to the committee's attention any matters they are unable to deal with.

2.3 Volunteers

All volunteers have a responsibility to:

- read and fully understand the SOPA's policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, staff must seek clarification from the SOPA Trustees.
- co-operate with the committee and the SOPA Trustees, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to the SOPA Trustees within 24 hours of any accident occurring:
 - on the premises
 - off the premises, while acting on behalf of SOPA
- bring to the notice of the SOPA Trustees any potentially dangerous circumstances that staff or volunteers are unable to put right.

2.4 Review

SOPA Trustees will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed annually and will be subject to approval by the SOPA Committee.

3 General arrangements

3.1 Accidents, near-miss occurrences and hazardous situations

SOPA has a health and safety accident book located in the kitchen and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to a SOPA Trustee. In addition to reporting accidents, it is equally important to report near misses and potential hazards, so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the accident book, the sheet must be removed and stored separately.

It is the responsibility of the SOPA Trustees to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

SOPA Trustees is responsible for reporting incidents

- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than three days' incapacity for work
- certain work-related diseases.
- A first-aid kit is available in the kitchen

3.2 General fire safety

SOPA Trustees are responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks. The SOPA Trustees holds a fire certificate for the building. All staff must also read and understand the fire procedure. A fire notice is located in the main hall.

4 Personal safety

- Volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- All windows and entry doors will be lockable.
- Volunteers should not put themselves at risk on account of SOPA's property.
- All incidents of aggression or violence and any threat to personal safety should be reported to Mark McLoughlin and recorded in the accident book.

Agreed by the SOPA Committee

Signed:

Chairman of SOPA

Date:

Date implemented	Future review dates						
	September 2024						
Date to be reviewed	Annually at AGM						
Date approved by SOPA committee							