



The Wokingham Society
Registered as a Charity (No. 274988)

Health and Safety Policy

We expect our Trustees and volunteers to have a mature, professional regard for the health and safety of others and of themselves.

When any of our activities take place on premises or in areas managed by other organisations the area Safety Policies of the relevant institution apply in those areas.

In the case of a volunteer, it is the responsibility of the Trustee or Trustees organising the Charity's participation in the event to ensure they receive appropriate Health and Safety (H&S) information.

Appended below is a specimen Risk Assessment form (based on one used by other organisations).

Anyone coming across a health and safety issue should report it in the first instance using whatever reporting scheme pertains to the area where the issue arose. Where this is not possible, or in cases where there is no other body responsible for H&S in that area, the issue should be reported to the Hon. Secretary of The Wokingham Society who is designated as the person with oversight of H&S issues. If this is not possible, another Trustee should be informed. H&S issues will be recorded by the Secretary and acted on as necessary. They will also report to the next meeting of the Executive Committee for recording in the Minutes.

Event Name		Date		Time	
Location		Event organiser		Event safety controller	
Assessor		Date		Permission given by	

Section 1 - Identify hazards - consider all the activities within the event and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping		9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please state	

6.	Manual handling		12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				
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36.	Any prevailing nationwide health issues such as Covid-19	
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Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Volunteers	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Students	<input type="checkbox"/>
Children	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Special needs	<input type="checkbox"/>

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	