

Health & Safety Policy

1. Introduction

This policy defines and establishes the Derry Feis' General Policy for Health and Safety as required by the Health and Safety at Work Act 1974. It provides details of the organisation and the arrangements which have been established to put said policy into effect working in liaison with the hiring venues H&S Officer.

This policy sets the direction for health and safety within the Derry Feis, by creating a framework for management activity and relationships, which will implement and maintain appropriate health and safety requirements.

The Derry Feis recognises that a commitment to health and safety has benefits to the organisation and makes good business sense. The approach is based on the assessment of health and safety through the implementation and maintenance of a robust health and safety management system.

The Derry Feis regards health and safety as the responsibility of everyone within the organisation but recognises that the Trustees have specific duties and responsibilities to comply with this policy.

1.1 Legal Requirements

The Derry Feis recognises that, under section 2 (3) of the Health and Safety at Work etc. Act 1974, the written statement must:

- State the general policy on health and safety.
- Describe the organisation and arrangement for carrying out said policy.
- Be brought to the attention of all volunteers.
- Be monitored, reviewed, and revised whenever appropriate.

1.2 Format of the Policy

The Derry Feis' policy comprises three sections:

- General Statement of Intent.
- Health and Safety Organisation.
- Health and Safety General Arrangements.

2. General Statement of Intent

The Derry Feis commits itself, so far as is reasonably practicable, to achieving the following objectives:

- 2.1 To ensure that health and safety risks inherent in the activities of the Derry Feis are assessed and steps taken to remove or control these. The process of risk assessment will be used to ensure that this is done in an efficient, systematic, and cost-effective manner in liaison with the Health & Safety Officer of the hiring venues.
- 2.2 To consult with the Feis Assistant who has responsibility for the Lady Assistants and volunteers on matters affecting their health and safety.
- 2.3 To provide and maintain safe and healthy working conditions for all Derry Feis volunteers, providing appropriate tools, equipment, operational processes, and safe systems of work covering all activities in each of the hiring venues.
- 2.4 To provide information, instruction, and training always and for the duration necessary to achieve the above.
- 2.5 To provide appropriate levels of safety for visitors to, and neighbours of, the Derry Feis who may be affected by competition activities in the hiring venues.
- 2.6 To provide suitable facilities where appropriate within the hiring venues and/or make the necessary arrangements for the welfare of all Derry Feis volunteers at work.
- 2.7 To provide suitable information regarding the safety or safe use of Derry Feis services and/or products.
- 2.8 To minimise the risks at the hiring venues created by work activities, products, and services by organising the Derry Feis in a way that secures involvement and participation at all levels.
- 2.9 To ensure appropriate arrangements are in place for the effective review and revision of this policy statement, as necessary, on an annual basis in liaison with the hiring venues.

3. Health and Safety Organisation (See Appendix A)

3.1 Derry Feis Trustees

The Derry Feis Trustees have ultimate legal responsibility for the health and safety of volunteers and other people affected by the Derry Feis' activities whilst in the hiring venues.

3.2 The Secretary

The Secretary is the senior executive officer of the Derry Feis and is responsible to the Trustees. The Secretary has operational responsibility for compliance with relevant statutory health and safety legislation and for ensuring this policy is put into practice.

3.3 Volunteers, Visitors and Others

All volunteers, visitors and others to the Derry Feis have a duty to co-operate with the health and safety arrangements in force and must take reasonable care of their own health and

safety and that of others who may be affected by their acts or omissions. They must abide by relevant statutory provisions and must not interfere with, or misuse, anything that is provided in the interests of health and safety.

3.4 **Advisory Responsibilities**

3.4.1 **The Derry Feis Administrator** is responsible, for advising on relevant legislation and providing professional advice on matters of general health and safety – in particular, advising the Secretary and the Trustees on its health and safety policy.

3.4.2 **Lawyers**, in agreement with the Trustees, will act as health and safety consultants to the Derry Feis, providing a range of services and provision of a legal expense indemnity in respect of criminal prosecution defence under Health and Safety legislation.

3.4.3 **The Property and Facilities Manager** for each hiring venue is responsible for advice and management, through the Derry Feis Administrator, to the Secretary and the Trustees for:

- The physical safety of buildings and property hired by the Derry Feis
- Construction management
- Fire safety management
- Security management
- Advising on relevant legislation including, but not limited to asbestos management, emergency evacuation procedures, compliance with electrical, gas, water, and air requirements.

3.5 **Resolution of Health and Safety Issues**

If a volunteer wishes to raise a health and safety issue, they should do so initially with the Derry Feis Assistant. If the Derry Feis Assistant is unable to deal with the issue, then they should refer the matter to the reception staff of the hiring venue. The exception to this rule is where it is considered to be serious and of imminent danger to people and/or property, in which case the emergency services should be called without delay.

4. **Health And Safety General Arrangements**

The Derry Feis is committed to improving its health and safety performance. To this end, the Derry Feis will strive to manage health and safety successfully by having health and safety risks under control in conjunction with the hiring venues. The Derry Feis will attempt to demonstrate a progressive improvement in its accident, injury, and health record. To achieve this, the Derry Feis will utilise the principles of health and safety management practices, which will form the foundations of its success.

The Derry Feis recognises that the key elements of successful health and safety management are as set out within the health and safety publication “Successful Health and Safety Management” HS (G) 65 REV which can be found at: <http://www.hse.gov.uk/pubns/books/hsg65.htm>

4.1 Policy

This policy is cost-effective and aimed at achieving the preservation and development of physical and human resources, and a reduction in financial losses and liabilities. The health and safety policy will influence and allow activities and decisions, including those regarding the selection of hiring venues, resources and information, the design and operation of working systems, the design the provision of products and/or services, and the control and disposal of waste.

4.2. Organisation

To achieve high health and safety standards, the Derry Feis organisation will be structured and operated to enable its health and safety policy to be put into effective practice. The Derry Feis appreciates that this will be helped by the creation of a positive volunteer culture which secures involvement and participation at all levels. The Derry Feis recognises that this positive culture will need to be sustained by effective communications and the promotion of competence that enables all its volunteers to make responsible and informed contributions to health and safety issues.

The Derry Feis understands that visible and active leadership is necessary to develop and maintain effective and functional health and safety management. Likewise, Derry Feis health and safety co-operation will be more likely through active volunteer involvement in the performance planning and review, procedure writing and problem solving.

4.3. Planning and Implementing

The Derry Feis will adopt a planned and systematic approach to policy implementation in conjunction with the H&S Officer of the hiring venues. Its aim is to minimise the risks created by work activities, products and/or services.

It is the responsibility of each member of the Co-ordinators to ensure that 'suitable and sufficient' risk assessments within their areas of responsibility and control are carried out and recorded. The Derry Feis' risk assessment process will be used for this purpose.

The Derry Feis Assistant will ensure that volunteers are competent to carry out their duties by providing the necessary information, instruction, training, or supervision. Volunteers will be consulted on matters to do with their health and safety at work, including:

- any change which may substantially affect their health and safety at work.
- obtaining competent advice from the hiring venues H&S Officer to assist the Derry Feis in satisfying health and safety laws.

- information that volunteers must be given on the likely hazards and risks arising from their work, measures to eliminate or control these risks and what they should do in the event of an emergency.
- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

In addition, ***the Property and Facilities Manager of the hiring venues is responsible through the Derry Feis Administrator and Assistant*** for advising on the physical safety of all buildings and property owned by them, and for ensuring that these buildings meet the relevant statutory provisions insofar as is reasonably practicable. This will include fire safety management and emergency evacuation procedures.

4.4 Fire Emergency Procedures

The Derry Feis will be provided with detailed guidance on the appropriate action to be taken in the event of a fire. Full details are available through the hiring venues Health and Safety Officer.

4.5 First Aid and Medical Attention

Enough trained persons and equipment to deal with accidents and injuries will be provided throughout the hiring venues.

First aid requirements will be identified to ensure the adequacy and appropriateness of first aid personnel, equipment, and facilities. It is company policy that enough first aid personnel and equipment to deal with accidents and injuries will be provided (at least 1 First Aider per 50 volunteers).

It should be noted that the Health & Safety (First Aid) Regulations 1981 only place a legal responsibility on employers to provide first aid for their volunteers. Each Derry Feis area should ensure they are equipped to meet the first aid requirements of persons other than volunteers, e.g., clients/visitors/contractors.

In all cases, enough first aiders should be designated. All first aiders will be appropriately trained by an accredited organisation.

4.6 Welfare Provisions

The hiring venues will provide suitable toilet and washing facilities throughout.

Supplies of drinking water are available – all cold-water taps provide water suitable for drinking unless they are specifically marked to the contrary.

Signed: _____ (Derry Feis Secretary)

Date: _____

APPENDIX A
Derry Feis Organisational Structure

