



**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.