



Somerset Armed Forces Day CIC

Company number 13516007

HEALTH AND SAFETY POLICY

Version 2026.final

Agreed by the executive committee February 2026

Review Cycle: Annual

1. STATEMENT OF GENERAL POLICY

- a. Somerset Armed Forces Day (SAFD committee) fully accepts the obligations placed upon it by the extant regulations and regulatory authority guidelines covering health and safety. The committee are to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

a. Introduction

- i. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at our events and to distribute responsibility for their achievement to all committee members and members of staff.

3. MANAGEMENT RESPONSIBILITIES

a. Chair

- i. The Chair has overall responsibility for the implementation of AFD policy. He/she is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

b. Committee Members

- i. The committee are accountable to the Chair for the implementation and monitoring of the policy within the area of their specified responsibility.

c. Safety Officer (when appointed)

- i. The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the event.
- ii. The Safety Officer is responsible for:
 1. The production and maintenance of the Event's policy and ensuring that event Guidelines are consistent with policy.
 2. Its application. monitoring and reporting on the effectiveness of the policy.
 3. The provision of general advice about the implication of the law.
 4. The identification of health and safety training needs.
 5. The safety officer also acts on behalf of the Chair, as the event's formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies.
 6. The production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of events where this is required.
 7. ACCOUNTABLE To the committee and Chair

4. HEALTH AND SAFETY MANAGEMENT PROCESS

- a. Somerset Armed Forces Day (SAFD committee) believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the event.
- b. Responsibility for health and safety matters shall be the responsibility of all committee and staff at the event.
- c. SAFD requires committee/staff to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action, and monitoring results so that most of the health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
- d. For major additional expenditure, cases of need will be submitted to the committee for approval.
- e. If unpredictable health and safety issues arise during the year, the committee must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

- a. It is the policy of Somerset Armed Forces Day (SAFD committee) to require departmental managers to produce appropriate departmental health and safety

policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

- b. It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.
- c. Suggested model contents of a guideline are:
 - i. a clear statement of the role of the department.
 - ii. regulations governing the work of the department.
 - iii. clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals.
 - iv. information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid.
 - v. training standards. the role and identity of the Health and Safety Representative.
 - vi. Names of specialist advisers who can be approached about the particular area of the show.
 - vii. the manager responsible for organisation and control of work.
 - viii. accident reporting procedures.
 - ix. departmental safety rules.
 - x. fire procedures.
 - xi. policies agreed by the committee.

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

- a. It is the policy of Somerset Armed Forces Day (SAFD committee) to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of
 - i. standards laid down in the policy.
 - ii. departmental guidelines.
 - iii. relevant regulations.
 - iv. environmental factors.
 - v. staff attitudes.
 - vi. staff instructions.
 - vii. methods of work.
 - viii. contingency plans.
 - ix. recording and provision of information about accidents and hazards and the assessment of risk.
- b. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.
- c. The responsibility for ensuring that audit activity is conducted as part of this policy rests with the Chair and will be conducted by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.
- d. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- e. In addition to conducting Safety Audits, it is the responsibility of all department managers to have checked that all activities within their management are safe, and a risk assessment undertaken.
- f. Managers have a continual responsibility for the elimination of hazards to maintain a safe working environment and will also be expected to conduct regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
 - i. Identify the hazards.
 - ii. Decide who might be harmed and how.
 - iii. Evaluate the Risks and decide on precautions.
 - iv. Record the findings and implement the precautions.

- v. Review the assessment and update when necessary.

7. SAFETY REPRESENTATIVES

- a. Somerset Armed Forces Day (SAFD committee) are responsible along with staff for all safety aspects during the event which includes set up and break down.

8. TRAINING

- a. Health and Safety training shall be incorporated within regular committee meetings and take the form of briefing sessions at all events.
- b. Four areas of need shall be given special priority:
 - i. training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives.
 - ii. training for safety representatives to enable them to discharge their function.
 - iii. training for all members of committee/staff to acquaint them with the main provisions of the law and its practical implication, the key features of this policy and key safety rules.
 - iv. induction and training for staff at all levels to acquaint them fully with new requirements and hazards.

9. RECORDS, STATISTICS AND MONITORING

- a. SAFD will operate systems for recording, analysis, and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the committee.

10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

- a. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Committee as delegated to the Safety Officer.

11. SPECIALIST ADVISORY BODIES

- a. Certain bodies and individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.
- b. It is the policy of the SAFD that all committee and staff as volunteers can perform their duties and capable to ensure each event is safe.

12. FIRST AID

- a. First aid will normally be supplied by trained ambulance staff who attend each event, additional first aid support may be given by qualified personnel.

13. FIRE

- a. The Committee is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Somerset Armed Forces Day (SAFD committee) premises, and that the Fire and Rescue Service located at each event has site layouts and access to all areas should a fire start.
- b. In addition, SAFD will nominate a Fire Officer (this may be the Safety Officer or someone external to the CIC) who will:
 - i. report and advise on the standard of fire safety at the event and the standard of fire training of its staff:
 - ii. undertake overall responsibility for fire training.
 - iii. assist in the investigation of all fires at the event and to submit reports of such incidents.

14. CONDEMNATION AND DISPOSAL OF EQUIPMENT

- a. It is the responsibility of all stall/display holders to remove all equipment and rubbish from site after the event.

15. FOOD HYGIENE

- a. Food Hygiene is the responsibility of those providing food and they must have the required food hygiene certification.

16. LIFTING AND HANDLING

- a. It is the responsibility of all stall/display holders that they comply with current health and safety regulations regarding lifting and handling. Committee and staff are not to expose themselves to risks in this area.

17. NON-SMOKING ON COMPANY PREMISES

- a. Somerset Armed Forces Day (SAFD committee) policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. Smoking is not permitted in any covered area including marquees. Stall/Display holders are to ensure that smoking is not allowed in any area of concern.

18. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- a. The Control of Substances Hazardous to Health Regulations (COSHH) require the SAFD to identify those substances which are in use, and which are hazardous to health (as legally defined) and to assess the risk of those substances. SAFD must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction, and training for committee/staff on all these matters. The Safety Officer is responsible for implementing these Regulations. It is the responsibility of all stall/display holders to ensure that all hazardous items are controlled and that members of the public cannot gain access to them. No hazardous items are to be left at the event after breaking down.

19. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

- a. The use of computers, visual displays, phones will be the sole responsibility of the individuals at the event the committee/staff and stall/display holders do so at their own risk.

20. CONTROL OF WORKING TIME

- a. Somerset Armed Forces Day (SAFD committee) will ensure that all volunteers on the day take regular breaks and have access to refreshments.

21. HEALTH AND SAFETY AND THE INDIVIDUAL staff member

- a. The Health and Safety at Work Act requires each member of staff 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with committee to enable management to carry out their responsibilities under the Act. Staff have equal responsibility for Health and Safety at the event.
- b. The refusal of any member of staff to meet their obligations may result in them being asked to leave the event.

22. VISITORS AND MEMBERS OF THE PUBLIC

- a. The SAFD wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to the event site will be of the highest standard. Any member of staff who notices persons acting in a way which would endanger others, should normally inform the committee. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid, as necessary. It is equally important not to overreact to a situation.

23. CONTRACTORS

- a. The SAFD wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working at the event will be of the highest standards.
- b. In addition, Contractors and their employees have an obligation as far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.
- c. Contractors must also observe the SAFD Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the briefing issued to them. In addition, a site Manager will be identified at the event as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk.
- d. Any member of staff who judges there is a risk where contractors are working, should inform the committee immediately.

- e. In tendering, Contractors will be asked to confirm they have a written Health,
- f. Safety and Welfare Policy. The SAFD Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether to invite the Contractor to tender again.