



This is the statement of general policy and arrangements for:		EDINBURGH, Lothians and Borders Branch of the Royal Air Forces Association - Policy for Health and Safety
(Name of Responsible Person) Branch Committee/Trustees		has overall and final responsibility for health and safety
(Lead Person) Branch Chairman		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy (adapted from Health & Safety Executive guidance and with reference to the 'RAF Association H&S Statement and Policy April/May 2018') and H&S Policy for RAFA Volunteers.	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
<i>This Branch of the RAF Association is committed to ensuring the health, safety and welfare of all persons involved in, or affected by our activities.</i>	Branch Committee/Trustees	<i>We regard compliance with legislation as a minimum threshold and will always work towards achieving best standards of practice; and ensure compliance with the RAFA H&S Policies. We recognise that effective health and safety management will help to prevent accidents, ill-health and reduce risks with our branch activities</i>
'The Event Organiser' will be cognisant with their responsibilities and will share relevant information with the Branch Committee/Trustees & other relevant parties; this to include the specific Branch Event Risk Assessment (Hazard/Risk).	Branch Committee/Trustees	as above
The Event Organiser will confirm that all necessary permissions/certificates and Insurances are in place.	Branch Committee/Trustees	As above
All 'under 18 year olds (ie RAF Air Cadets etc)' Must be accompanied by an adult member of staff, Parent or Guardian.	Branch Committee/Trustees	As above and; All relevant persons to be advised accordingly.
Systems will be in place to ensure the safe use, maintenance, storage, transport and handling of equipment, vehicles and goods.	Branch Committee/Trustees	as above
Appropriate instruction, training and supervision will be provided.	Branch Committee/Trustees	as above
Systems will be in place for the management/control & communications in the event of an 'incident' and/or 'emergency'.	Branch Committee/Trustees	as above
Arrangements will be in place to monitor, review and implement 'organisational learning'.	Branch Committee/Trustees	as above
In the case of 'Events', clear instructions and information must be provided "pre-event" to ensure volunteers/participants are competent and safe to undertake	Branch Committee/Trustees	as above

the activities planned.		
Events – The Event Organiser will engage and consult with volunteers/participants throughout the event on day-to-day health and safety conditions	Branch Committee/Trustees	as above
When holding events within premises/grounds of another organisation (meetings, fund-raising, social etc); the Branch Committee/Trustees should ensure that the relevant and appropriate H&S/Fire Procedures are in place and this information shared with all Volunteers/Participants/Visitors/Guests and others.	Branch Committee/Trustees	As above
The Event Organiser will ensure that an ongoing 'Dynamic Risk Assessment' process is in place throughout the period of the event (including pre & post event organisation).	Branch Committee/Trustees	As above

Signed: * (Responsible Person)	R.W. Bertram MBE	Date	Version2 3/6/2019
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You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy (for Employees, read 'Volunteers')

NOTE: The above section is 'The Standing H&S Policy' for the Edinburgh, Lothians and Borders Branch and is effective from the above date.