Minting Gautby District Heritage Society

Health & Safety Policy

1. Statement of Intent

Our club is run entirely by volunteers to promote local Heritage in all its forms. We are committed to providing a safe, welcoming, and comfortable environment for all members and guests during our meetings. While we operate informally in a private home, we aim to take all reasonable and practical steps to prevent accidents and injuries.

2. General Responsibilities

- **The Club Organiser / Committee:** Responsible for ensuring this policy is shared with members, maintaining a basic first aid kit, and reviewing safety arrangements annually.
- **The Home Host:** Responsible for ensuring the meeting spaces (e.g., living room, hallways, bathroom) are clean, clear of obvious hazards, and safe to access.
- **Club Members & Guests:** Responsible for taking reasonable care of their own safety, acting considerately toward others, and alerting the host or organiser immediately if they spot a hazard.

3. Practical Arrangements & Risk Controls

Slips, Trips, and Falls

- The host will ensure that common walkways, entryways, and stairs are well-lit and clear of clutter, loose rugs, or trailing electrical cords.
- During wet weather, a mat will be provided at the entrance for wiping shoes.

Fire Safety & Emergencies

- At the start of a meeting at a new venue, the host will briefly point out the main exit doors and the location of a designated outdoor assembly point.
- All exit doors and keys must remain easily accessible and unobstructed during the meeting.
- If candles or open fireplaces are used, they must never be left unattended.

Food and Drink

- If refreshments are served, the host or members providing food will maintain basic food hygiene (e.g., washing hands, keeping cold food chilled).
- Members are responsible for informing the group of any severe food allergies before attending.

Accessibility and Health Needs

- Members should discreetly inform the organiser if they have specific mobility, health, or medical needs that require adjustments (e.g., needing a chair with firm back support or assistance navigating stairs).

First Aid and Accidents

- A basic first aid kit will be accessible at every meeting.
- Any accident or "near-miss" injury occurring during a meeting must be noted by the organiser to ensure the hazard is addressed for future meetings.
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