

**Health and Safety
And
Environment Commitment
Code of Practice**

Issue 2
09/08/2018
T Herring SAMA 82 Trustee

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1. INTRODUCTION

1.1 Purpose

This code of practice defines SAMA 82's commitment to ensure as far as reasonably practicable the health and safety of our membership, visitors and others who are affected by our activities. It also commits our membership to protection of the environment.

1.2 Scope

Membership of SAMA 82 is subject to individuals agreeing to abide by this Code of Practice; Infringements may result in the revoking of membership.

1.3 Responsibilities

The Trustees are to ensure any compliance with regard to members and this Code of Practice.

1.4 Document Review Interval

The document owner shall validate this document annually during the anniversary of the month of issue.

1.5 References/Related Documentation

The Country Code
The Highway Code

1.6 Definition of Terms

COP; Code of Practice

SAMA 82; South Atlantic Medal Association 1982

Health and Safety; Health and Safety best practice used within this COP has evolved from the Health and Safety at Work Act and its associated subordinate legislation, although it cannot be used in a Court of Law.

2. STATEMENT OF INTENT

We at SAMA 82 believe that Health and Safety, as well as environment issues hold an equal standing in the way in which we conduct our undertakings.

Our ultimate aim is to conduct our activities in a structured manner to protect the safety of our staff, members, third parties and the Environment.

Where existing standards are set by partners our goal will be to exceed their expectations of ourselves as a registered charity

3. GENERAL HEALTH, SAFETY AND ENVIRONMENT RISKS

3.1 Risk Assessment

All activities involve an element of risk. What this document does is to identify significant risks and suggests measures to reduce those risks to an acceptable level.

However we are only able to reduce those levels on a voluntary basis, therefore membership terms and conditions imply complicity with this document.

This document has identified existing and potential risks at events.

It has subsequently decided that measures for risk reduction are required and outlines them.

Such risks as have not been dealt with, or have been identified by others, should be reported to the Trustees, Regional Co-ordinator/Organiser or lead member.

3.2 Signage

Adhere to venue signage rules at events and displays.

3.3 Emergency Contact Details

All local emergency numbers should be readily accessible at events contained in a file.

Essential emergency services should always be 999. However, directions and/or location must be known to the individual making the call.

4 FIRE PRECAUTIONS

4.1 General Fire Precautions

Never leave naked flames unattended i.e. heaters, candles.
Caution when connected to unknown electric supply i.e. water boilers.

4.2 Action in the Event of Fire

Evacuate all personnel to a designated assembly point as advised by the organiser and warn all those in close proximity to the fire.

Call the emergency services at once giving clear direction to all concerned.

Call any help at hand and ensure that anything nearby is not at risk to catch fire.

Tackle the fire if safe and competent to do so.

In no circumstances enter a danger area to retrieve goods or possessions.

4.3 Barbecues

Close availability of a fire extinguisher is desirable during and after cooking with barbeque coals.

Care must be taken when disposing of barbeque coals. Hot coals must be cooled before disposal at an appropriate disposal point.

Check if the venue has a barbeque policy and if cooking is allowed.

4.4 Fire Suppression Equipment

It is recommended that a fire blanket be taken to all outside events.

Familiarisation with the location of fire fighting appliances and consequent assemble and evacuation procedures should be noted.

5 RESPONSIBILITIES

5.1 Regional Co-ordinators

The guidance contained within this policy document applies to members and Regional Co-ordinators at official SAMA 82 displays and events.

5.2 Volunteer Members

Refer to role and responsibilities for voluntary/honorary/life members.

6 FOOD AND BEVERAGE HYGIENE

6.1 Complimentary Food

Food items for sale or complimentary consumption should be clearly marked as to their contents.

6.2 Drinking Water

Water should be obtained from a reliable source and be kept in container, a supply of bottled water is advisable where a water source, cannot be accepted as drinking water only.

6.3 Water Boilers.

These should be cleaned prior to use and tested and handled in accordance with their manufacturers' instructions.

7 EQUIPMENT

7.1 Access Equipment

Any member using a ladder or other access equipment to gain access to higher parts does so entirely at their own risk; and should be aware of any overhanging structures such as electric cables.

7.2 Tents and Gazebos

Members should be proficient if erecting and dismantling structures, where guy lines are used they must be marked for safety when the public are nearby.

8 ENVIRONMENT

8.1 Reduce, Recycle, Re-use

It is the policy of SAMA 82 to adopt the 3 R's Principle

- **REDUCE.** Don't over-fill kettles and boilers when boiling water; provision sensibly. Both of these will conserve resources.
- **RECYCLE.** Deposit items such as cans, bottles and paper at appropriate collection points.
- **RE-USE.** Water can be reused for multiple washing up session's, grey water should be disposed of accordingly. Sometimes grey water can be disposed of in flowerbeds where allowed.

8.2 Disposal Points

All refuse must be placed in the correct disposal points as set out by the venue. If on a rare occasion provision has not been made, or the disposal point is full, you are required to take rubbish away with you.

8.3 Noise

All noise should be kept to a minimum.

Generators should be avoided, if not they should never be left unattended.

Radios should be kept on a low volume.

The general public attending should not be subjected to undue disturbance.

9 CHILDREN AND DOMESTIC PETS

9.1 Children

Members are responsible for the supervision of any children within their care, especially where traffic entry and exit points are nearby.

9.2 Domestic Pets

Animal belonging to members must be placed on a short lead, they should not be allowed to run loose or cause disturbance to others. They should be exercised away from the display and any mess picked up and disposed of responsibly. They should always be kept at a distance from food preparation and consumption areas with the exception of assistance dogs.

10 ABUSE AND HARASSMENT

Abuse, whether physical or verbal, and harassment, will not be tolerated

11 COUNTRY CODE

11.1 Bridleways, Footpaths and Byways

11.2 Be Safe – Plan ahead and follow signs

Even if the area is known to you, it is best to get the latest information. You are responsible for your own safety as well as any of the visiting public within your area.

Amendments;

Issue 2:- 3.2 Signage. 5.2 Volunteer Members.

End