

Health and Safety Policy

Tendring District Local History Recorders (TDLHR) is committed to pursuing excellence in everything it does and this includes the management of health and safety.

General Principles

1. We are committed to achieving high standards of health safety and environmental practice.
2. We expect Members, volunteers, visitors, contractors and others who assist us to share this commitment by complying with our policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.
3. We intend to ensure the health and safety of all persons who may be affected by our activities by:
 - a. Consulting with and involving our Members and volunteers in matters relating to their own health and safety.
 - b. Providing, managing and maintaining our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
 - c. Providing adequate and appropriate facilities and arrangements for welfare at work.
 - d. Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
 - e. Identifying hazards and conducting formal risk assessments when appropriate in order to minimise physical and psychological risks for all activities undertaken.
 - f. Ensuring that control measures and emergency procedures are in place, effective, properly used, monitored and maintained.
 - g. Implementing systems of work that are safe and where risks to physical and psychological health are controlled.
 - h. Providing the information, instruction, training and supervision at all levels necessary to ensure that Members and volunteers are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
 - i. Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
 - j. Monitoring the safety performance of contractors who work for us.
4. Where there are no existing policies or guidance, we expect our Members, volunteers and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our Members, volunteers and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.
5. We will promote a positive health and safety culture and educate our Members and volunteers in health and safety. Wherever possible, information on health and safety legislation and standards applicable to a particular course will be included.
6. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any Members, volunteers, contractors, visitors or members of the public, or adversely affect the environment.