

REGIONAL COORDINATOR GUIDEBOOK 2023

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Confirmation Small Charity Connect

PUBLIC LIABILITY COVER CONFIRMATION

This is to confirm that Ansvar Insurance, a business division of Ecclesiastical Insurance Office plc, is providing the following insurance cover:

Policy number:	14884514
Policyholder:	South Atlantic Medal Association 1982
Period of insurance:	27/11/2022 to 26/11/2023
Public and Products Liability indemnity limit:	£5,000,000

Important Notes:

1. The above details are a brief synopsis of cover. Other exclusions, limitations and restrictions apply that will only be identified from a full reading of the policy, its schedule, any endorsements, and certificates.
2. Cover is subject to the terms and conditions of the policy.

Name:				Address:			
Period of Claim:				Telephone:			
	Date	Description of the Expense	Travel	Accommodation	Postage	Other	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
		Total Claimed					
<p>I confirm that the money claimed above was necessarily used for the purposes of the Association</p> <p>Claims should be supported by receipts.</p> <p>I wish the money to be donated to SAMA 82 (please tick)</p>							
Signature							
Authorised by				Date			

1. Merchandise ordering

- Regional Coordinators will be given the opportunity to **receive SAMA (82) Merchandise at the start of each year**. Regional Coordinators are then expected to sell stock provided at events through the year in their county catchment areas.
- Please **complete the order form for yearly requirement**, but the SAMA (82) Office will make their decisions on how much stock to provide the Regional Teams based on the previous year’s sales figures. They will do their best to provide a proficient level of stock quantities and variety of items.
- Included with the package, there will be a **form with all details on the figures and quantities provided to you**.
- We aim to **reduce postage costs by only replenishing stock on a yearly basis**, but in the case where you see that your stock is running down, the coordinator or team member will need to notify the SAMA (82) office via email. If the Office can provide further stocks, they will do so.
- Each Area coordinator must **complete a stock check at end of November each year and complete the stock form and return this via email to the SAMA82 82 office**. This form will need to be returned by 30 November annually as full stock checks for audits are completing in December annually. **Do not return any unsold items**.
- Occasionally stock will be recalled to the SAMA office in order, to cover the online shop orders. Any recalled stock will be replaced if required.

2. Events

- **Before any commitment is finalised by the Regional Coordinator** or their team and attendance forms registered with the event organisers, you must **first seek permission from the SAMA (82) Events Trustee** for agreement for reimbursement of costs. This is especially the case if fees are requested to book a pitch etc at the event ground. Discussions on the fees and reimbursements must be agreed by both parties before contacting the event organisers.
- If you are aware of an event, but cannot attend, please notify the SAMA office as we can still inform the association and benefactors that this is taking place. Attendance is then down to the individuals.

3. Future merchandise

- Please inform the SAMA office If there are more popular items than others and the Coordinator/Team members start to notice a pattern of sales. Any feedback that can be provided to the SAMA (82) Office or Events Trustee will be received with thanks.
- Any coordinator or team member who has ideas on additional items will be asked to provide a report which includes the full details on the item, supplier, purchase costs, additional costs (i.e., VAT/shipping), selling costs and required quantities.

4. Banking the monies raised at each event?

- The monies raised at **each event will need to be transferred to SAMA (82)** at the earliest opportunity.
- The regional coordinator and a selected team member or members must **all be present at the money count, to function as a witness** to the amounts raised.
- The SAMA office should be notified once the transfer has been made, to check the accounts and update the office records.
- There are **two separate accounts in which the monies will need to be deposited into**.

	Merchandise Sales	Donations
Account Number	01514660	81118358
Sort Code	40-40-04	40-34-10
Payment Reference	Event followed by your surname	Event followed by your surname

Newsletter articles

- You are required to provide the SAMA 82 office with a report of events that are attended for inclusion in the newsletter.
- Please regularly update the SAMA office of upcoming events via email.

End of Year Total Sheet 2023

Name						
STOCK CODE	PRODUCT DESCRIPTION	EVENT PRICE	QTY HELD FROM 2022	Qty RECEIVED BY OFFICE DURING 2023	QTY SOLD AT ALL EVENTS IN 2023	HELD UNTIL NEXT YEAR
1	SAMA (82) Tie (Silk)	£20.00				
5	SAMA (82) Tie (Polyester)	£15.00				
6	SAMA (82) Shield	£20.00				
9	SAMA (82) Gilt Lapel Pin	£2.00				
10	SAMA (82) Gilt Tie Slide	£5.00				
17	SAMA (82) Ladies' Scarves	£24.00				
23	Falklands War Lapel Badge	£3.00				
24	SAMA (82) Car Window Sticker	£3.00				
64	SAMA (82) Fridge Magnets	£2.00				
67	SAMA (82) Tea Towels	£5.00				
68	SAMA (82) Bow Tie	£15.00				
71	SAMA (82) Bookmarks	£2.00				
82	40th Anniversary Lapel Badges of the Falklands Islands	£2.00				
83	40th Anniversary Lapel Badges with South Georgia	£2.00				
85	Falklands 40th - Commemorative Book	£8.00				

**Please return via email to SAMA office
by 1st December 2023**

SAMA 82 Standard Booking Form

1) Full name	
2) Address	
3) Telephone number	
4) Email address	
5) Details of service or event (please include the dates)	

Please return this form by **email** – sama@sama82.org.uk

N.B. If required for a Funeral Service, all financial costs relating to travel must be agreed and met by the Estate of the Deceased. – Travel Expenses are not covered by SAMA (82) for these occasions.

Office Use:

Booked with Standard Bearer	Name & Date
Courier Delivery & Return Required	Yes or No
Delivery Details (Name & Address)	
Date of Delivery and Return Courier Details	
Charges of Courier Delivery & Return	

Policy 5 Regional Co-ordinators (SAMA82)

1 Appointment of Regional Co-ordinators.

- 1.1 Regional co-ordinators are volunteers confirmed in their appointment by the Trustees. The trustees have the right, duty and obligation to withdraw the appointment for organisational, performance or conduct reasons.
- 1.2 An appointed trustee shall carry out the day to day management of the regional co-ordinators.
- 1.3 Regional co-ordinators and Branch personnel are expected to treat all correspondence received from beneficiaries and SAMA 82 management in confidence.

2 The Regional Coordinator has the following duties to perform:-

- 2.1 Point of contact for SAMA in their area.
- 2.2 Reporting on SAMA matters to the vice-chairman and committee.
- 2.3 Maintaining access to SAMA membership details of full, associate, special, island, and honorary members located in their areas.
- 2.4 Preparing annual reports for the trustees. Reports to be with the Vice Chairman of SAMA one calendar month before each AGM.
- 2.5 Monitoring SAMA activities and events and passing information about these to the committee.
- 2.6 Contributing to the SAMA web site and magazine.
- 2.7 Identifying members in need of support or help.
- 2.8 Seeking guidance in the support of a member in need.
- 2.9 Giving advice
 - 2.9.1 Where able, the regional co-ordinator is to provide details of organisations and persons competent to give independent advice on a member's needs.
 - 2.9.2 Note - regional co-ordinators shall not provide advice to members over welfare, medical, tax, finance, benefit, investment or pensions.

3 Financial Support

- 3.1 Regional co-ordinators may be reimbursed all reasonable expenses incurred by them whilst undertaking their authorised duties on behalf of SAMA. These include:
 - 3.1.1 For volunteers the current rate of Motor Mileage Allowance (MMA) is in conjunction with the reimbursement procedures.
 - 3.1.2 Travel costs associated with attending necessary SAMA meetings.
 - 3.1.3 Postage and telephone cost connected to their duties.
 - 3.1.4 Other costs where reasonable and authorised.
- 3.2 Travel should be by the most economically available.
- 3.3 Capital and connection cost will need to be fully justified before purchase.
- 3.4 Regional Co-ordinators shall obtain appropriate authorisation for their expenditure and the expenditure shall to be suitably recorded and supported.

4 Handling of Cash

- 4.1 Cash should be accessed, counted and secured by a two-person team to enable the verification of the correct and honest processing of cash donations. The cash should be counted on the basis of denomination is £50, £20, £10, £5 notes, and in coins £2, £1, 50p, 20p, 10p, 5p, 2P 1p. Cheques should be listed individually.
- 4.2 The information should be laid out logically on paper or on a computer text arrangement and be signed/ accredited by each participant in the count.
- 4.3 The money and information shall be delivered to the treasurer or the office by a secure means or by other suitable means approved, specifically, for the situation by the treasurer or secretary

5 Fund Raising and Regional Activities

- 5.1 Fund raising events are to be appropriately planned, organised, and controlled.
- 5.2 Prior to the event the plans, risk assessment and potential losses or gains are to be submitted for trustees' assessment.
- 5.3 Proposals for a scheme for an appeal for donations shall be prepared in writing and submitted to the trustees for approval.
- 5.4 Approvals will only be given, with conditions set by the trustees, and this shall include procedures for: -
 - 5.4.1 Insurance,
 - 5.4.2 Cash handling,
 - 5.4.3 Safety,
 - 5.4.4 Liaison with local authorities,
 - 5.4.5 Adequate planning and risk assessment,
 - 5.4.6 Appropriate permissions.
- 5.5 Only the reasonable expenses incurred in the promotion of the event shall be charged against the proceeds achieved.
- 5.6 The cash balances resulting from the event are to be remitted to SAMA Treasurer in a timely way together with an account of income and expenditure.
- 5.7 Organisers may not hold floats, cash, or money in bank for the purpose of future events until the event or scheme is approved.
- 5.8 Where deeds of covenant are solicited, SAMA's deed and bankers order shall be used. No benefits may be offered to donors.

6 Official Correspondence

- 6.1 Regional co-ordinators may from time to time be required to write formal letters.
- 6.2 Regional co-ordinators may not (without express permission): -
 - 6.2.1 Commit the organisation to any expenditure or action,
 - 6.2.2 Give opinion on SAMA policy,
 - 6.2.3 Tender advice which they are not qualified or competent to give,
 - 6.2.4 Involve SAMA in politically sensitive matters,
 - 6.2.5 Ask for or receive payments on their own behalf.

7 Conduct of volunteers

- 7.1 Volunteers are to conduct themselves in a way that is consistent with expectations of the armed forces in their behaviour and relationships with the public at large.
- 7.2 Volunteers shall conduct themselves in a way that ensures their own safety and that of others affected by their conduct.
- 7.3 Volunteers shall plan and execute activities in such a way that it has the minimum adverse effect on the environment and the normal way of life of the local inhabitants.

Policy 3 Rules for Reimbursement of Expenses

- 1 The trustees of the association have a responsibility to manage the funds to meet the charitable purposes of the association.
- 2 Definitions**
 - 2.1 Approved: Approval by a nominated trustee
 - 2.2 Reimbursement: Means for the purpose of settling out of pocket expenses for travel, subsistence and communication expended for the business of SAMA.
 - 2.3 Section: An authorised, partly autonomous element within the association such as an area or branch or specialist activity association to which association rules apply.
- 3 General**
 - 3.1 Approval by a nominated trustee must be obtained before incurring any expenditure on behalf of the association.
- 4 It is the policy of SAMA that approved expenses be reimbursed provided all of the following conditions are met: -**
 - 4.1 They are reasonable and necessary for the purposes of the association.
 - 4.2 They are claimed using the appropriate procedure in a reasonable time.
 - 4.3 The procedures are followed for approval.
 - 4.4 The costs are minimised by appropriate care and research.
 - 4.5 The claim is restricted to travel and subsistence or actual costs relating to communication or representation.
- 5 No reimbursements are made for the following: -**
 - 5.1 Loss of earnings or opportunities.
 - 5.2 Consequential losses caused by carrying out SAMA duties.
 - 5.3 Excess costs that could be avoided by prudent planning.
 - 5.4 Delays due to the actions of a claimant.
 - 5.5 Attendance at AGM or EGM and meetings clustered with AGM or EGM.
 - 5.6 Attendance at social gatherings.
 - 5.7 Travel and overnight stays for the convenience of a claimant.
 - 5.8 Gratuities.
 - 5.9 Gifts or presentations other than those approved by the chairman.
 - 5.10 Losses of personal or association equipment.
 - 5.11 Costs of vehicle breakdown or insurance claims or thefts.
 - 5.12 The purchase of benefit procedures or cards giving access to cheap fares or lower rates for subsistence.
- 6 Reimbursement may be made for the following: -**
 - 6.1 Trustees' meeting.
 - 6.2 Area Representatives' Annual Meeting.
 - 6.3 Sub-committee meetings when called by a Trustee.
 - 6.4 Standard bearing.
 - 6.5 Representing trustees or the association at a formal function.
 - 6.6 Approved training of benefit to the association.
 - 6.7 For the purpose of re-routing a traveller to meet a close family urgency or emergency during duty travel or business.
 - 6.8 For committed costs wasted through family urgency or emergency during duty travel or business.
- 7 Reimbursement may pay for: -**
 - 7.1 Travel by own private vehicle - paid at the agreed motor mileage rate.
 - 7.2 Cost of tolls, parking, ferry charges and congestion charges.
 - 7.3 Travel by public transport – most economical route.

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- 7.4 Overnight accommodation.
- 7.5 Purchase of SAMA Wreaths.
- 7.6 Purchase of a SAMA Shield for presentation purposes.
- 7.7 Payment for standard bearer and standard.
- 7.8 Actual cost of postage and telephone supported by records.
- 7.9 Actual cost of stationary supported by records.
- 7.10 Travel, subsistence, and costs undertaken on behalf of association sections/branches.
 - 7.10.1 These costs may be reimbursed under the same conditions as for the association but are paid for by the section/branches.

8 Travel and subsistence for shared expenses with other charities sharing similar objectives.

- 8.1 The association will apply the same conditions for such reimbursements, but the reimbursement will be a shared proportion of the costs with the other charities.

Specific Arrangements

9 Travelling by own private vehicle.

- 9.1 For volunteers the current rate of Motor Mileage Allowance (MMA) is 40 pence per mile for the first 150 miles of a round trip. Above 150 miles the rate is 20 pence per mile.
- 9.2 For employees the rate is 40 pence per mile for all miles up to 10000 miles per year.
- 9.3 Alternatively, a claim may be made for fuel consumed based on a reasonable estimate from the fuel gauge or normal petrol consumption of the vehicle.
- 9.4 The round trip is deemed to be from the start point (usually home) to the finish point (usually home) and can be completed in one day or more than one day.

10 Motor mileage allowance (MMA)

- 10.1 The rate of MMA is set and reviewed by the trustees.
- 10.2 The following are examples when MMA will be permitted.
 - 10.2.1 Standard Bearer duties when requested by SAMA.
 - 10.2.2 Approved Attendance at meetings.
 - 10.2.3 Approved car travel by persons whose health, mobility or the complexity of the public transport option make use of public transport impracticable.
 - 10.2.4 Approved representation of the association but only with prior approval and where the activity is significant to the objectives or prosperity of the association such as giving talks and lectures.
 - 10.2.5 Any other approved reason that does not fall within the scope of the above
- 10.3 The following are examples of when MMA will not be allowed.
 - 10.3.1 Attending the SAMA AGM or EGMs.
 - 10.3.2 Attending a fund-raising event except when approved to do so by a trustee.
 - 10.3.3 A Standard Bearer responding to a private request to attend a funeral, function, or event. In this case those requiring the presence of the Standard Bearer should be informed (beforehand) that all travel and, if necessary, accommodation expenses are required to be paid for by them.

11 Examples of attendance that may receive reimbursement.

- 11.1 Attending a function to receive a cheque.
- 11.2 To make a presentation.
- 11.3 To give a talk on behalf of SAMA.
- 11.4 Approved attendance at a fundraising event.
- 11.5 Attending approved training as a student.
- 11.6 Attending a conference as a delegate or presenter.

12 Other expenses

- 12.1 SAMA may reimburse all reasonable administrative cost including: -
 - 12.1.1 Second class postage on behalf of SAMA.
 - 12.1.2 Purchase of necessary stationery.
 - 12.1.3 Telephone calls on SAMA business.

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- 12.2 SAMA will not reimburse expenses for: -
- 12.2.1 Personal computer equipment.
 - 12.2.2 Internet connections.
 - 12.2.3 Dedicated telephone lines.
 - 12.2.4 Telephone calls outside UK unless first approved.
 - 12.2.5 First class postage.

13 Travelling by Rail

- 13.1 The reimbursement of rail, tube and other public rail service fares may be made for approved journeys only.
- 13.2 SAMA will not reimburse first class rail travel unless it is cheaper than the equivalent standard class.
- 13.3 The trustees encourage claimants to purchase appropriate discount rail or other travel cards such as disabled, senior citizen rail cards or oyster cards wherever possible before travelling. The purchase of these cards is a private matter and will not be reimbursed by SAMA.
- 13.4 Rail travel should be timed to take benefit from off-peak fares.

14 Travel by Air

- 14.1 Only approved air travel will be reimbursed. Air travel may be approved when it is shown that it is cheaper than travel by over-land public transport.

15 Travel by Sea.

- 15.1 Only approved sea travel will be reimbursed.

16 Hire Cars

- 16.1 Use of hire cars may be approved if the overall cost can be shown to be less than the equivalent payment of motor mileage allowance.

17 Advanced Claims

- 17.1 Claims for expenditure ahead of the journey for approved rail, sea and air travel may be made on submission of a suitable estimate of costs and the journey is approved.

18 All travel claims.

- 18.1 All journeys must be taken on the most economical routes and wherever possible advantage should be taken of advanced ticket purchases.

19 Subsistence

- 19.1 Reimbursement of out-of-pocket expenses for commitments involving more than 10 hours away from normal place of residence may be made to cover the cost of subsistence when supported by receipts. This is limited to a maximum of £15 per day.

20 Accommodation

- 20.1 The cost of overnight accommodation may be reimbursed if prior approval has been given and the claim is supported by receipts.

21 Gratuities

- 21.1 Any gratuities paid are a private matter and will not be reimbursed.

22 Prior Approval

- 22.1 Prior approval is to be obtained from the Vice Chairman, Treasurer or Chairman if a trustee or member is in any doubt as to the acceptability of their travel and where applicable, their planned accommodation arrangements.

23 Submission of Claims

- 23.1 Claims are to be submitted to the Vice Chairman for payment approval. Claims made by the Vice Chairman shall be sent to the Chairman for payment approval. All claims approved for payment are to be forwarded to the Treasurer for action.

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23.2 Where discrepancies occur the Vice Chairman will discuss the claim with the claimant. If the issue cannot be resolved the opinion of the Chairman or another trustee is to be sought.

24 Publication

24.1 Reimbursement paid to individuals may be published in annual reports or elsewhere.

25 Budgets

25.1 Individual trustees may be required to supply estimates of annual expenditure on reimbursements to the trustees / treasurer.

26 Appeals

26.1 A claimant may appeal against a first decision and should submit reasons for the claim and supporting details.

26.2 The Chairman shall assess any appeal and may form a sub-committee to assess the claim and any supporting information.

26.3 The Chairman, with any advice supplied by a sub-committee, shall give a decision which shall be final.

**Policy 14 - Health and Safety and Environment Commitment
Code of Practice**

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Annex "A" Risk Assessment Form.

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.

The legal requirement for a Risk Assessment is that it is "suitable & sufficient". A blank Risk Assessment form is attached and should be completed in every instance, an example is also attached. For information it is the responsibility of the assessor to identify risk headings to the best of their understanding.

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.

3.4 Small Unmanned Aircraft

The following rules shall be applied prior to the flying of any small, unmanned aircraft e.g., drone, model aircraft/helicopter at events (aircraft weight must be under 75 KG).

3.4.1 Permission must be obtained from the owner/organiser.

3.4.2 The owner of the craft must have/provide a copy of the appropriate insurance cover.

3.4.3 The owner must always keep their unmanned aircraft in sight.

3.4.4 The craft must stay below 400 feet, and never fly close to or near other aircraft and airfields.

3.4.5 Unmanned aircraft must not fly within 50 meters of people, property, or livestock.

3.4.6 The activity must not pose a risk to public safety.

Further safety regulations are contained in Articles 94 & 95 of the "Air Navigation Code" with reference CAP393 for further advice.

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 firefighting 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.

5.3 Standard Bearers

In addition to compliance with the guidance contained within this policy document, whilst on duty at official SAMA 82 displays and events SAMA 82 members acting as Standard Bearers at events/functions organised by third parties will be required to make themselves familiar with and ensure compliance with any local Health & Safety Requirements which may exceed the requirements of this document.

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 ENVIRONMENTS

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 except for 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.

Issue 3: - 3.1 Risk assessment form/example, contained in last paragraph must be "suitable & sufficient". Form is now available as an annex. 3.4 Small unmanned aircraft.

Site: EXAMPLE					For Project:						
Assessors: EXAMPLE					Location / Equipment:						
Assessment Number: CCL 006			Job Number:			Task: Prevention of Slips/Trips/Falls					
No	List the Hazards Identified	Who is at risk? Public / Staff / Contractors	Probability	Severity	Pre - Rating	List the Control Measures Required	Probability	Severity	Post - Rating	Detail any Residual Risk	
1	Slip/Trip/Falls	Employees	5	3	15	1) Before starting work ensure that the lighting is suitable and apply 'Task' lighting if required. Ensure that the area is clean and free from debris. 2) Ensure that there is a safe and clean access and egress to work site and working area. 3) Be aware of adverse weather conditions particularly when working outside of buildings. (Rain, Ice etc). This is even more important when Manual Handling. 4) Be aware of changes of levels and obstructions. Eliminate, if possible. 5) Think of vulnerable person (Disabled, Partially Sighted) who may be affected by your work. 6) Ensure good housekeeping with no trailing cables. If possible, trailing cables should be attached to wall above head height. 7) Remove all rubbish to appropriate bins on a regular basis. Clear work area of brick debris etc, at regularly intervals. 8) Ensure that footwear is of the correct type and in good condition. 9) Supervision and 'Toolbox' talks at regular intervals.	1	3	3	Supervisors to monitor all work activities.	
2	Poor Housekeeping	Contractors									
3	Poor Lighting	Sub-Contractors Client's Staff/ Visitors Public									Safety Inspections carried out by Site Supervisors / Safety Consultants
Assessors Signature		A N Other			Approvers Signature			Valid From:			
NUMERICAL SCORING RECORD						RISK RATING / PRIORITY					
						1. SCORE 1 - 4 = No further action, ensure controls are maintained / Low Risk					
PROBABILITY		Unknown Occurrence	Known Occurrence	Occasional	Likely to Occur	Almost Certain	2. SCORE 5 - 9 = Look to improve and monitor and Control Measures				
NUMERICAL SCORE		1	2	3	4	5	3. SCORE 10 - 16 = Look to improve with specified timescale				
SEVERITY OF HARM		No Injury or Illness	Minor Injury (First Aid Required)	Reportable to HSE (Over 7 Day injury)	Specified Injury or Illness	Fatality	4. SCORE 17 -25 = Work NOT Allowed. STOP WORK. Have work reassessed by Safety Advisor or Manager / High Risk				

ANNEX A - RISK ASSESSMENT

Site:					For Project:					
Assessors:					Location / Equipment:					
Assessment Number:			Job Number:		Task:					
No	List the Hazards Identified	Who is at risk? Public / Staff / Contractors	Probability	Severity	Pre - Rating	List the Control Measures Required	Probability	Severity	Post - Rating	Detail any Residual Risk
Assessors Signature					Approvers Signature					Valid From: