SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

Health & Safety

Policy Number	14
Document Owner	SAMA (82)
Ratifying Body	Board Of Trustees
Policy Lead	Stephen Penfold
Available (upon approval) to	Members and Volunteers
Next Scheduled Review Date	20/10/2026

POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring the organisation has clear and effective procedures to manage workplace safety, risks, roles and responsibilities

Version Control				
Version	Author	Status	Date	Change Detail
1	?	Implemented	20/10/2022	N/A
1.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **Purpose of Policy**

1.1 The South Atlantic Medal Association 1982 takes health, safety and environmental protection issues seriously. It is committed to protecting the health and safety of its staff, members and volunteers and all those affected by the Association's business activities at its premises or elsewhere and minimising the adverse impact on the environment.

2. **Responsibility for association activities health and safety**

2.1 Achieving a healthy and safe environment, within Association activities, is a collective task shared between the trustees, staff, members and volunteers.

2.2 This policy and the rules contained in the arrangements apply to all staff, members and volunteers.

3. **Trustees Responsibilities**

3.1 Trustees are responsible for:

3.1.1 taking reasonable steps to safeguard the health and safety of staff, people affected by the association business,

3.1.2 identifying health and safety risks and finding ways to manage or overcome them,

3.1.3 addressing environmental threats.

3.2 Trustees shall:

3.2.1 provide a safe and healthy places for the Association activities,

3.2.2 provide and maintain safe working areas, equipment and systems and, where necessary, appropriate protective clothing,

3.2.3 provide safe arrangements for the use, handling, storage and transport of articles and substances,

3.2.4 provide adequate information, instruction, training and supervision,

3.2.5 promote effective communication,

3.2.6 support the well-being of staff, members and volunteers,

3.2.7 minimise adverse impacts on the environment.

4 Responsibilities of all staff, members and volunteers

4.1 Staff, members and volunteers shall:

4.1.1 take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions,

4.1.2 co-operate with the trustees to enable compliance with health and safety duties and requirements,

4.1.3 comply with any health and safety instructions and rules, including instructions on the safe use of equipment,

4.1.4 address the impact of their activities on the environment.

4.2 Staff, members and volunteers shall:

4.2.1 report all health and safety concerns,

4.2.2 co-operate in health, safety and environmental investigations.

5 Use of equipment

5.1 Equipment shall be used as directed, and instructions shall be followed.

5.2 Faulty or damaged equipment shall be taken out of service and reported.

5.3 Health, safety and environmental protection equipment shall not be interfered with.

5.4 Repairs to equipment shall only be undertaken by those competent to do so.

6 Accidents and first aid

6.1 Accidents and incidents must be reported promptly.

6.2 Staff, members and volunteers shall familiarise themselves with the details of first aid facilities.

7 Risk Assessments

7.1 Risk assessments are essentially a careful examination of what in the association activities could cause harm to people.
7.2 Where risks are significant the assessments must be recorded in writing.
7.3 Employees, Members and Volunteers are to comply with the health, safety and environmental arrangements held in Association documents health and safety arrangements and environmental arrangements.
7.4 Environmental risk assessments shall be undertaken, and where the risk is significant, these shall be recorded in writing.
7.5 General Risk assessment may include;
7.5.1 signage - adhere to venue signage rules at events and displays.
7.5.2 emergency Contact Details - All local emergency numbers should be readily accessible at events contained in a file.
7.5.2.1 Essential emergency services should always be 999. However, directions and/or location must be known to the individual making the call.
7.5.3 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):
7.5.3.1 permission must be obtained from the owner/organiser,
7.5.3.2 the owner of the craft must have/provide a copy of the appropriate insurance cover,
7.5.3.3 the owner must always keep their unmanned aircraft in sight,
7.5.3.4 the craft must stay below 400 feet, and never fly close to or near other aircraft and airfields,
7.5.3.5 unmanned aircraft must not fly within 50 meters of people, property or livestock,
7.5.3.6 the activity must not pose a risk to public safety,
7.5.3.7 further safety regulations are contained in Articles 94 & 95 of the "Air Navigation Code" with reference CAP393 for further advice.

8 Fire Precautions

8.1 General Fire Precautions:
8.1.1 never leave naked flames unattended i.e. heaters, candles.
8.1.2 caution when connected to unknown electric supply i.e. water boilers.
8.2 Action in the Event of Fire:
8.2.1 evacuate all personnel to a designated assembly point as advised by the organiser and warn all those in close proximity to the fire,
8.2.2 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,
8.2.3 tackle the fire if safe and competent to do so,
8.2.4 in no circumstances enter a danger area to retrieve goods or possessions.
8.3 Barbecues:
8.3.1 close availability of a fire extinguisher is desirable during and after cooking with barbeque coals.
8.3.2 care must be taken when disposing of barbeque coals. Hot coals must be cooled before disposal at an appropriate disposal point.
8.3.3 check if the venue has a barbeque policy and if cooking is allowed.
8.4 Fire Suppression Equipment
8.4.1 It is recommended that a fire blanket be taken to all outside events. Familiarisation with the location of fire fighting appliances and consequent assembly and evacuation procedures should be noted.

9 Food and beverage hygiene

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

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

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

10 Use of equipment

10.1 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.

10.2 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.

11 Environment

11.1 Reduce, Recycle, Re-use- It is the policy of SAMA 82 to adopt the 3 R's Principle

11.1.1 Reduce. Don't over-fill kettles and boilers when boiling water; provision sensibly. Both of these will conserve resources.

11.1.2 Recycle. Deposit items such as cans, bottles and paper at appropriate collection points.

11.1.3 Re-use. Water can be reused for multiple washing up sessions, grey water should be disposed of accordingly. Sometimes grey water can be disposed of in flowerbeds where allowed.

11.2 Disposal Points

11.2.1 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.

11.3 Noise

11.3.1 All noise should be kept to a minimum.

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

11.3.3 Radios should be kept on a low volume.

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

12 Children and domestic pets

12.1 Children

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

12.2 Domestic Pets

12.2.1 Animals belonging to members must be placed on a short lead, they should not be allowed to run loose or cause disturbance to others.

12.2.2 They should be exercised away from the display and any mess picked up and disposed of responsibly.

12.2.3 They should always be kept at a distance from food preparation and consumption areas with the exception of assistance dogs.

13 Abuse and harassment

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

14 Country code

14.1 Bridleways, Footpaths and Byways Be Safe.

14.2 Plan ahead and follow signs.

14.2.1 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.

Amendment 2 Issue 1: layout and numbering

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:			
Print Name		Date: Review			Print Name		Date:		Valid To:			

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**

Risk Assessment

Site:						**For Project:**					
Assessors: P Forster. PFP Safety Services						**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 2 3	Slip/Trip/Falls Poor Housekeeping Poor Lighting	Employees Contractors Sub-Contractors Client's Staff/ Visitors Public	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 'Tool Box' talks at regular intervals.	1	3	3	Supervisors to monitor all work activities. Safety Inspections carried out by Site Supervisors / Safety Consultants	

Assessors Signature	P G Forster		Approvers Signature			Valid From:	
Print Name	Peter Forster	Date: 1-8-2018 Review 1-8-2019	Print Name	Scott Hayward	Date:	Valid To:	