



Hornchurch Aerodrome Historical Trust

Health and Safety Policy

Introduction

The Board of Trustees of the Hornchurch Aerodrome Historical Trust (“HAHT”) has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Trustees and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Board of Trustees of HAHT is committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors by ensuring that risks are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it subsequent to that date.

This policy will be reviewed annually by the Board of Trustees.

1. Responsibilities

Trustees will ensure the implementation and monitoring of health and safety policies and will recommend changes where necessary.

All accidents or unsafe incidents will be investigated by the Trustees and recorded in the Minutes of the next available Board meeting.

The Board of Trustees is responsible for:

- Assessing the risk to the health and safety of volunteers, contractors and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that items and activities used for outreach are safe and without risk to health.
- Ensuring that volunteers make themselves familiar with any fire or emergency procedures at the RAF Hornchurch Heritage Centre and any external venues visited for outreach purposes.



- Ensuring that all equipment is safe and well maintained.
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required.
- Encouraging volunteers to co-operate in ensuring safe and healthy conditions and systems through effective joint consultation.
- Establishing emergency procedures as required.

2. Volunteer Responsibilities

All volunteers will ensure that:

- They are aware of the contents of this policy and that they comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident) to a Trustee at once.
- They ask a Trustee to record any accidents or near misses in the accident book kept in reception.
- They are aware of all fire procedures for the building.
- If they identify anything which they think could be in any way unsafe, they will report it immediately.

3. Risk Assessments

The Trustees will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- trip or event to organise
- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology



or any other reason which renders the original assessment invalid.

4. Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of any new technology
- when changes are made to the building which affect health and safety
- when training needs are identified during risk assessments.

5. Resolving health and safety problems

- Any volunteer with a health and safety concern must first tell a Trustee.
- If, after investigation, the problem is not corrected in a reasonable time, or the Trustee decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Chair. This must be in writing.
- If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next Board meeting for discussion and resolution.