

Health & Safety Policy of Thornbury Magazine Ltd

Our policy is to :

1. Ensure healthy and safe working conditions, equipment and systems of work for our volunteers and committee members.
2. Provide such advice, information and training as is necessary to volunteers.

It is the intention of Thornbury Magazine Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Thornbury Magazine Management Committee considers the promotion of the health and safety of its volunteers at work to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage volunteers and committee members to engage in the establishment and observance of safe working practices.

Volunteers will be expected to recognise that there is a duty on them to comply with the practices set out by the Management Committee and to accept responsibility to do everything they can to prevent injury to themselves or others.

Approved by Management Committee 5th September 2019

Due for review 2024

Recruitment of volunteers

The decision to recruit a volunteer is based solely on their ability to contribute effectively to the management, collation and/or distribution of Thornbury Magazine. If the candidate is vulnerable to hazards other than those in our standard list or likely to put others at greater risk, an assessment is made to judge whether or not it is viable to employ them.

All volunteers receive a copy of our health and safety policy and the list of hazards with advice on how to manage them. They have their role explained and are given guidance on the safe operation of any machinery.

Thornbury Magazine

1. Our health and safety policy and insurance statement are displayed at collation.
2. There is an accident book in which all incidents should be recorded.
3. There is a First Aid box in the kitchen.
4. The following is a description of the hazards to which volunteers are exposed with advice on how they should be managed.

Activity	Hazard	Advice
Setting up and clearing away tables, chairs and staplers	Lifting heavy loads, risk of back injury	Only lift tables, chairs or boxes of magazines within your physical capability taking care not to aggravate any pre-existing condition.
	Moving stacks of chairs	Use the trolley.
	Trapping fingers when moving, erecting or collapsing a table.	Do not hold the table where the leg folding mechanism can trap your fingers.
	Table collapse during collation	Ensure that the legs are securely locked in place
	Staplers electrical safety	Ensure testing of staplers and distribution boards.
	Trailing cables for staplers causing slips and trips	Ensure cables do not trail across walkways
	Stacked chairs falling over	Follow hall guidance on where and how chairs should be safely stacked.
Collation	Emergency evacuation	Sign in on arrival at the hall and be aware of the evacuation procedure, assembly point etc.
	Risk of slips and trips	Ensure walkways are not obstructed by bags, sticks etc Clean up spillages immediately.
	Operation of staplers	Ensure knowledge of safe operation and always turn off when reloading staples.
	Lifting black bags or individual rounds.	Only lift black bags within your physical capability taking care not to aggravate any pre-existing condition.
	Kitchen	Follow hall guidance on use of the kitchen.
Distribution of rounds (black bags)	Lifting black bags	Only lift black bags within your physical capability taking care not to aggravate any pre-existing condition.
	Safe parking	Avoid blocking accesses and pavements. Beware construction activity on new developments and around house renovation. Beware unmade roads.
Delivery of rounds	Visibility	Wear bright clothing especially after dark when it may be prudent to carry a torch.
	Building sites	Beware construction activity on new developments and around house renovation. Beware unmade roads and pavements.
	Rural rounds	Take extra care where pavements may be overgrown or non-existent.
	Lone working	Ensure someone knows where you are. Carry a mobile and possibly an alarm.
	Dogs	Caution