

Activity In Retirement (AIR)-Macclesfield

Registered charity No 1001228

Health and Safety policy

Introduction

In accordance with the terms of the constitution AIR exists for the education and provision of facilities for recreation and other leisure time occupations of people who are retired or semi-retired from employment, are life members, or have subscribed to annual membership.

The control of AIR is vested in the management committee who have responsibility for all the activities undertaken on behalf of the organisation, and they are guided by the trustees.

The wellbeing of all members of AIR is prima facie and fundamental to the constitution of the organisation and the health and safety of members including their physical and emotional wellbeing is paramount at all times.

Activities

AIR operates throughout the year and has over 20 diverse activities to accommodate members' needs and aspirations varying from sedentary activities to outdoor activities of a more challenging nature. The activities are held at various locations in the Macclesfield area, and are led by volunteer members of the organisation.

Implementation

Each activity leader is responsible for the safety and wellbeing of the members within their group for the duration of their activity. Where regulations (such as the COVID-19 regulations) are mandated by the government, or as recommended, these should be always followed and leaders will be referred to the changing guidelines.

Attendance registers are used to monitor those in the activity group, and these serve as a tool to monitor the membership validity of attendees, and at anytime in case of emergency need.

In case of need the leader should be aware of the location of the nearest first aid box. Any accident occurring during the course of an activity is detailed by the leader on a dedicated accident reporting form (Appendix 1). This form is then forwarded to the management committee secretary who maintains a complete record of all such occurrences. The chairperson and executive committee members would be engaged in the case of more serious incidents.

All accidents occurring during the month are reported to the management committee at their monthly meetings.

Before any indoor activity commences the leader must be satisfied that the floor area is safe, and free from obstructions and there no obvious risk of accidents from cables, chairs, tables, etc.

At the end of the activity the leader must leave the area in a clean safe manner ready for the next leader to use the area, or advise the location supervisor to take appropriate actions.

For outdoor activities the leader should visit the location beforehand always bearing in mind the importance of the health and safety of the group and always ensuring that it is suitable to accommodate the least agile member of the group with due regard for any persons with wheelchair or mobility difficulties.

Outings involving coach trips to historic houses etc. should be the subject of a specific risk assessment in which and the leader will assess

- what are the hazards?
- who might be harmed and how?
- what are we doing already?
- what else is needed to control any risk?
- action taken?
- when and by whom?

Controls

Periodically, a member of the executive committee and / or a trustee will visit the activity locations to undertake a Risk Assessment to check that the organisation responsible for the site have an up to date public liability displayed and to perform a visual check of the spaces used in the buildings for their adequacy and safety for AIR Members. These visits will be recorded on the AIR website and the executive committee will retain a record of such. Any health and safety issues notified or raised will be discussed by the management committee at their monthly meeting.

At the annual leaders meeting the subject of health and safety will be an ongoing agenda item for all leaders to participate and share any experiences for the benefit of all and to ensure that any issues that have arisen have been satisfactorily dealt with.

Appendix 1

Accident Report

Activity in Retirement (Macclesfield)

The injured person

Name

Membership No

Address

AIR Activity

When it happened

Date

Time

Where it happened

How it happened

Action taken at time

Nature of injury

Name of witness(es)

Name of person reporting

Entered in

Name

Date

Accident Register by