Nottingham Insurance Institute

**Health & Safety Policy**

**Introduction**

This document sets out the Health and Safety strategy to be adopted by ***The Nottingham Insurance Institute***

A formal Health & Safety policy is not legally required for us as we have no employees and as a local institute we are run by volunteers.

Never the less this strategy document has been prepared to define the way we will manage Health & Safety and meet any applicable regulations.

This document is in three parts:

**1. Statement of intent** which sets out our commitment to manage risk and meet any legal duties.

**2.** The **organisation** section states which says who is responsible for what.

**3.** The **arrangements** section which contains the details of what we are going to do in practice.

1. **Statement of intent**

**Health and Safety Strategy Statement**

This health and safety policy document is designed to assist *The Nottingham Insurance Institute* to ensure that they understand their responsibilities under UK Health and Safety Law, namely the Health and Safety at Work Act Etc. 1974.

*The Nottingham Insurance Institute* accepts responsibility for the health and safety of other people who may be affected by their activities.

*We will,* so far as is reasonably practicable, ensure that;-

* Risks and hazards arising from activities, premises or processes are identified, controlled to reduce the risks.
* Council members and volunteers are suitably briefed and understand the importance.
* Information about common risks is given.
* Risk assessments for premises, events and activities are carried out when required.

Responsibility for monitoring compliance with this strategy rests with our Institute Council.

This strategy document will be reviewed at least annually or after any significant change by the institute Secretary.

**The Nottingham Insurance Institute**

**Name and signature of Responsible Person**

Stephen Huckle

Date: 1st July 2015

Next review date: 1st July 2016

1. **Organisation**

**Local Institute Structure**

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

**Area Marketing Manager**

The responsibility of the Area Marketing Manager (Matt Ward) is to manage the risks applicable to the office and the office admin assistant.

**Local Institute Secretary**

The responsibility of the Secretary is to understand the statutory requirements that affect the Insurance Institute.

The Secretary should make sure that at least once a year; a report is given to Council of any health and safety incidents or near misses. They should also make sure that each committee chair receives a briefing document on appointment and their responsibilities, and that induction material on health and safety, remains up to date.

They should also:

* Ensure all necessary insurance is arranged and report incidents to insurers;
* Maintain a log / accident register

**Local Institute Council Members**

Responsibilities:

* Co-operate with Committee chairs on health and safety matters;
* Not interfere with anything provided to safeguard their health and safety;
* Point out any obvious risks.

1. **Arrangements**

The arrangements section contains details of what we need to do in practice to achieve the aims set out in their statement of intent. It is split into two sections:

**a. Events in managed buildings**

When we use a managed building to host our events (for example the Dinner, Fashion Show or a CPD event) it is the responsibility of the event organiser (normally the committee chair person) to ensure the safety of the activity. Their responsibility is to make sure we are using a suitable building and any necessary risk assessment is carried out.

When we are using a managed building, they are responsible for health and safety, but we have a responsibility to check the housekeeping arrangements (fire alarms and drills, emergency exits etc). We also have a responsibility to make sure the building is suitable, for example disabled access and exits, and we should make sure that we run the event safely (for example, no trailing wires or that we haven’t blocked any exits).

**b. Events outside managed buildings**

Events that take place outside (for example a treasure hunt, pub crawl or walk) present a greater risk and therefore a greater responsibility. The responsibility again falls on the event organiser / committee chair to carry out a risk assessment and also to consider what arrangements if any need to be made for first aiders. If the event is more than a simple social event and potentially a higher risk (for example, a marathon, abseiling or some other physical activity) we should carry out a risk assessment and consider whether to employ specialists or assure ourselves that we have the necessary competence before proceeding.

If further Health & Safety support is required, guidance can be provided by the CII’s Health & Safety Consultant TEAM Safety Services Ltd. The local institute is responsible for any costs associated with these services.

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| For further details visit www.teamsafetyservices.com 01582 794968 [info@teamsafetyservices.com](mailto:info@teamsafetyservices.com) | |
| **This is the statement of general policy and arrangements for:** | The Nottingham Insurance Institute |

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