

General policy for Health and Safety

The general policy is to maintain a risk assessment, which involves identifying risks, judging their likelihood and consequences, and taking action to mitigate a risk where necessary,

Where possible, the actions taken should be reviewed to check that a risk has in fact been mitigated. As there is only one conference each year, it may be impossible to do this so common sense should be used to judge whether or not an action was in fact effective.

Responsibility for health and safety ultimately lies with the chair, however, maintenance of the risk assessments may be delegated, eg. to the venue co-ordinator.

Anyone is permitted to raise an issue to be added to or removed from the risk assessment, however, the person maintaining the risk assessments shall decide whether the risk should be added or removed.

The risk assessment and the general policy may be reviewed at any time, but should be always be reviewed before the annual conference. A shorter policy is more likely to be effective, so thought should be given to items that could be removed.

At the conference, an incident log should be maintained that includes safety issues that have occurred. Hopefully, this will remain empty, but if not, items should be brought to the attention of the committee at the next meeting, including any follow-up that was deemed necessary.