

CHICHESTER AND DISTRICT ARCHAEOLOGY SOCIETY HEALTH AND SAFETY POLICY STATEMENT:

Chichester and District Archaeology Society (CDAS) encourages the participation of members of all ages and abilities in the Society's activities.

CDAS acknowledges its responsibility to ensure the Health and Safety of all members while participating in the society's activities. CDAS also acknowledges it has a responsibility to minimise the risk to members of the public who may be affected by the Society's activities. CDAS will take full account of any Government public health guidelines currently in force.

The CDAS General Committee has overall and final responsibility for Health and Safety associated with the Society's activities.

HEALTH AND SAFETY POLICY:

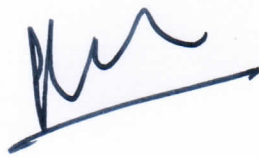
To support their Health and Safety policy statement the society is committed to the following:

- To appoint a Health & Safety Co-ordinator who shall:-
 - Have a broad overview of Health and Safety matters
 - Keep the Society's Health and Safety policy and procedures under review and propose updates to the General Committee when deemed necessary
 - Ensure that Activity Leaders prepare risk assessments for all activities according to CDAS procedures taking full account of government guidelines on social distancing and group activities
 - Ensure that Activity Leaders keep a record of incidents on each activity and report these to the Health and Safety co-ordinator.
 - Follow up on any actions agreed in response to these incidents
 - To recommend to the CDAS General Committee any actions required to ensure that the Society's responsibilities for Health and Safety are fulfilled
 - Report to the General Committee on the performance of these responsibilities
 - Receive appropriate training in order to carry out their responsibilities
- To create a safe environment by putting health and safety measures in place as identified by the risk assessments
- To ensure that all members are aware of, understand and follow the Society's health and safety policy
- To ensure that all members are given clear instructions, information, and adequate training for specific tasks before any activity
- To provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

▪ **AS A SOCIETY MEMBER YOU HAVE A DUTY TO:**

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Familiarise yourself with the Society's health and safety policy and follow it in practice.
- Follow any recommendations in activity risk assessments
- Correctly use all equipment provided by the Society.
- Not interfere with or misuse anything provided for your health, safety or welfare.

Signed

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a horizontal line that ends in an arrowhead pointing to the right.

Chairman Mike Kallaway
On behalf of General Committee

Date 27th July 2020.