

## **Health & Safety Policy for events organised by the Norfolk and Norwich Naturalists' Society**

**All leaders and organisers of NNNS events are required to read and understand this document and to be aware of the requirement to inform the Secretary that appropriate action has been taken.**

**Officers of the Norfolk & Norwich Naturalists' Society, and other organisers of Society events, are required to identify risks and hazards associated with the activity and to communicate them to participants (members and non-members) as appropriate. This is particularly important for field activities.**

It is not sufficient just to say that people undertake activities work at their own risk. The organiser needs to assess the risks (their likelihood and severity) and how to avoid them.

The NNNS has insurance which covers the NNNS against any claims that might arise from activities.

There is always a possibility that something untoward will occur, even if all reasonable precautions have been taken. If this happens to a person, it is regarded as an accident (causing an injury), if to equipment or vehicles it is an incident (causing damage), and if something occurs that could have produced a significant accident or incident then it is a near miss. **All of these occurrences should be reported to the Chair or Secretary of the Society as soon as possible.**

In most cases, activities outside are assessed as being broadly comparable to those that might occur during a family walk in the country with no hazards capable of causing more than minor injury reasonably likely to be encountered. Advice given in advance might include to wear appropriate footwear and clothing, to bring sufficient water, food, sun-block and insect repellent.

**At the start of an outdoor event consider which of the following are applicable and which need to be communicated to the group:**

Is there a need for all members of the party to remain together?

Have any medical conditions been advised?

Have clothing and footwear been reviewed?

Has age profile of participants been reviewed?

Have weather conditions been assessed?

Has the group been given the leader's mobile number?

Has the leader got directions to A&E?

Do any of the following hazards need considering?

- Traffic
- Slippery surfaces
- Boggy ground
- Trip hazards, including branches, and uneven paths or routes
- High winds

- Treacherous weather – storms, blizzards
- Sunstroke, sunburn
- Cold
- Puncture wounds (barbed wire, thorns)
- Adders and other venomous creatures
- Biting insects
- Ticks and Lyme disease
- Weil's disease if near water
- Unfenced waterways

**If any significant hazard is identified, refer to the table attached for suggestions of how any risks could be mitigated.**

**Before, or at the start of, the event, text the Secretary with**

- **the title of the event**
- **date**
- **your name**
- **the statement that 'a risk review has been completed and communicated appropriately, according to NNNS policy'.**