



## **Kent County Association of Change Ringers Health and Safety Policy (the “Policy”)**

This Policy was approved at a meeting of the General Committee of the Kent County Association of Change Ringers (“the Association”) on 24<sup>th</sup> February 2024

Signed Neil Jones (Chairman)

Date 24<sup>th</sup> February 2024

The policy should be reviewed by the Association General Committee on at least an annual basis and should be published in written form on the Association’s website and in its Annual Report. In any event, the Policy must be reviewed and re-issued no later than 15 months following the date above.

Next review due on February 2025

### **Scope**

This Policy covers all activities for which this Association is responsible for the management and organisation. This may include ringing at organised meetings and events, business meetings, social activities, training sessions, bell maintenance and inspection, etc.

It does not cover any activities carried out by members where the Association is not responsible for the management and organisation of such activities.

### **General policy**

Association policy is, so far as is reasonably practicable, to provide and maintain safe and healthy conditions, equipment and systems of work for all our members, casual labour, voluntary helpers and any other third parties who participate in activities managed or organized by the Association and to provide such information, training and supervision as they need for this purpose.

All officers and members of the Association are required to take seriously the risks of damage and injury and to take responsibility for health and safety when representing the Association in any capacity.

All officers and members of the Association are encouraged, whether or not representing the Association, to consider the risk of injury to themselves and others whenever engaged in activity related to ringing and to take reasonable steps to reduce such risks by behaving responsibly and taking sensible precautions.

The Association is not responsible for activities organised by local towers and bands, and hence this Policy does not apply to these events, or to members of the Association taking part in activities that are not managed or organized directly by the Association.

However, the Association encourages towers in union and their bands to draw up their own policies for Health and Safety, and it encourages all members to act responsibly at all times when engaged in ringing-related activities.

### **Specific policies**

Association activities must be organised and conducted by persons who are competent for the roles they undertake.

Only persons approved by the Bell Restoration Officer as competent and fit to undertake bell maintenance, repair and/or inspections shall carry out any work and inspections on behalf of the Association.

Whenever a formal risk assessment is carried out, the Health and Safety Officer must be provided with a record of that assessment prior to any activities being carried out.

In the event that an incident occurs that could have resulted in more than minor injury, or have the potential to cause harm or injury to any persons (ringers or others), the Health and Safety Officer must be provided with a written report of that incident as soon as is reasonably practicable.

### **Association Health and Safety Officer**

The Association Health and Safety Officer, elected by the Association AGM and responsible for the implementation of this Policy, is:

Name: Becky Winter  
email: [hands@kcacr.org.uk](mailto:hands@kcacr.org.uk)

### **Responsibilities**

**The Association General Committee is responsible for:**

- approving, maintaining, reviewing (at least annually) and publishing this Policy
- receiving reports and recommendations from the Health and Safety Officer
- adopting any detailed policies, procedures and guidance pertaining to health and safety

**The General Secretary is responsible for:**

- ensuring that possible claims and incidents judged by the Association as being serious are notified to the Association's insurer or to other relevant authority (e.g. the host church PCC)

**The Bell Restoration Officer is responsible for:**

- maintaining the details of persons approved to undertake bell maintenance and inspection on behalf of the Association

**The Health and Safety Officer is responsible for:**

- implementing this policy
- maintaining records of risk assessments, and of incidents.
- advising the General Committee on matters relating to health and safety
- reporting at least annually to the General Committee on matters arising since the last report relating to health and safety
- assisting the General Committee in the development of any detailed policies, procedures and guidance pertaining to health and safety which the Association needs to have in place or which the Association Health and Safety Officer has advised ought to be in place

**The person organising or conducting an activity is responsible for:**

- taking into consideration this Policy and any other detailed policies, procedures and guidance adopted by the Association
- identifying and considering relevant policies and procedures laid down by third parties (e.g. towers, and meeting venues) and supervising participants' compliance with those policies and procedures so far as is reasonably practicable
- considering whether a formal risk assessment is required (consulting the Health and Safety Officer if in doubt) and where it is felt to be required ensuring that one is carried out prior to any activities taking place
- assessing the competence of those participating in the Association activity and, where necessary intervening to prevent further participation of any person assessed as not competent to undertake that activity
- reporting to the Health and Safety Officer in writing any incidents that result in more than minor injury, or have the potential to cause harm or injury to any persons (ringers or others).