



Lundy Field Society – Health and Safety Policy

The Lundy Field Society is a registered charity dedicated to the study and conservation of Lundy. The Society is committed to meeting all of its health and safety legal obligations.

1. Statement

The Society's health and safety policy is to endeavour to:

- Achieve and maintain a safe environment for all involved in Society activities.
- Establish and maintain safe working practices and procedures to satisfy health and safety law.
- Carry out risk assessments, where appropriate.
- Ensure that where members volunteer under the supervision of another organisation that that organisation's health and safety policies are compatible with the Society's policies.

This health and safety policy is endorsed by the Executive Committee of the Society (the Committee).

2. Responsibilities for health and safety

Overall responsibility for the management of health and safety in the Society rests with the Committee. A member of the Committee is designated the health and safety representative for the purposes of communication, but the Committee retains overall responsibility.

2.1 Executive Committee

The Committee has responsibility for ensuring that:

- The policy is communicated to all relevant parties.
- Adequate Public Liability Insurance is maintained.
- Sufficient resources (time and funds) are provided for health and safety management.
- There is an adequate system in place for undertaking risk assessments.
- The Society's health and safety arrangements, which form part of this policy, are implemented and monitored.

2.2 Event organiser

The designated organiser of any Society event (e.g. AGM) has responsibility for ensuring a risk assessment is completed in compliance with this policy.

2.3 Members

Members and others involved in Society events have a duty to take care of their own health and safety and that of others who may be affected by their actions. As a result, all involved share some health and safety responsibilities with the Society. They must cooperate with the Society to help everyone meet their legal requirements and stay safe. They must report any hazards, accidents or "near misses".

3. Procedures

3.1 Risk assessments

Risk assessments will be carried out for all Society-organised events.

- **Venue safety:** Risk assessments will focus on venue-related hazards (e.g. fire escape routes, trip hazards, access and egress).
- **Recording:** The Committee shall keep a record of the significant findings of these risk assessments.
- **Review:** Risk assessments will be reviewed before each event and updated if the location or nature of the activity changes.
- For events not managed by the Society (e.g. conservation breaks) a designated Society Representative will **ensure that:**
 - Appropriate risk assessments have been completed by the managing organisation
 - Processes are in place to allow all accidents (including “near misses”) to be reported promptly and investigated appropriately

3.2 Fire and other emergency arrangements

Members and others involved in a Society activity are responsible for familiarising themselves with evacuation routes and procedures. This includes venues hired for the purpose or whilst visiting the premises of partner organisations.

3.3 Accident and incident reporting

The Society is committed to recording and investigating all incidents and accidents to protect the welfare of our members and prevent recurrence:

- **Responsibility:** The Committee is responsible for ensuring all incidents are properly logged, investigated and, where legally required, reported to the appropriate authorities.
- **Member duty:** Members and participants must notify a Committee representative of any accident or incident as soon as possible after its occurrence.

What must be reported

To ensure comprehensive safety monitoring, the Committee requires notification of the following:

<i>Category</i>	<i>Description and examples</i>
All accidents and injuries	Any injury or ill-health sustained by a member while participating in an Society-organised activity, regardless of severity.
“Near misses” (Dangerous Occurrences)	An unplanned event that did not cause injury or damage but clearly had the potential to do so (e.g. a falling object or an equipment failure).
Violent/abusive incidents	Any instance of verbal abuse, harassment, or physical violence experienced or witnessed during a Society event.
Faults and hazards	Any observed fault in equipment, fittings, or venue that poses a potential hazard (e.g. loose wiring, blocked access).

Serious incidents and external reporting

For the purposes of legal compliance, the Committee must specifically monitor incidents meeting the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR¹). These include:

- **Fatalities:** Any death arising from a Society activity.
- **Specified major injuries:** Injuries where the injured person was taken directly from the scene of the incident to hospital for treatment.

Monitoring and follow-up

1. **Logging:** All accidents are recorded in a central Accident Log. All near misses and other incidents are recorded in a separate Incident Log.
2. **Investigation:** The Committee, or a designated representative, will investigate the circumstances of all major incidents and dangerous occurrences.
3. **Remedial action:** Necessary remedial steps will be agreed upon and implemented as soon as practicable to prevent similar future occurrences.
4. **Reporting:** The logs will be reviewed regularly to identify trends, and a summary report will be presented to the Committee for discussion.

3.4 Working with partners – shared responsibility

Society members will at times contribute to activities arranged, organised and/or supervised by partner organisations. These may include but are not limited to: conservation breaks in partnership with The Lundy Company (including the Lundy Bird Observatory); survey work for Historic England.

In such situations, as part of the Society's risk assessment, designation of responsibility for health and safety should be discussed and agreed with the partner organisation. This includes responsibility for use and maintenance of any equipment. The committee should also satisfy themselves that an appropriate level of liability cover is in place.

Society members participating in these activities should be briefed accordingly and adhere to any procedures laid out by the organising partner. Should any member have concerns about the safety during the activity they should in the first instance raise them with activity organiser but should also log their concerns and pass them to the Society Representative.

Document revision history

Revision Date	Version	Summary of Changes	Author	Approval Date
September 2025	1	Original Policy Document	Richard Breese	5 Oct 2025
October 2025	1.1	Minor RIDDOR changes and Minor typographical corrections.	Richard Breese	28 Oct 2025

¹ www.hse.gov.uk/voluntary/employer/reporting-incidents-involving-volunteers.htm