

# Health and Safety Policy



Date of Adoption : 14 / 11 / 2023	Date of Last Review : 11/02/2025
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## Policy Statement:

It is Mansfield and Sutton Astronomical Society's duty, so far as is reasonably practicable to:-

- provide and maintain the premises and astronomical equipment in a safe manner.
- provide written procedures describing the necessary actions required to minimise risk to members and visitors.
- monitor the effectiveness of health and safety provisions within the Society by regularly conducting and reviewing internal audits.

## Responsibility/Arrangements:

- All Procedures are designed to highlight and minimise risk of health and safety matters; they are approved by the committee and controlled and issued by the Observatory Director or Deputy. Controlling documents – risk assessments, Observatory logbook, accident report book and inspection/testing appendices shall be reviewed on a monthly basis by the committee.
- It is equally a duty for everyone engaged in Society activities both on and off site to exercise responsibility and due care in the prevention of injury and ill health to themselves and to others who may be affected by their acts or omissions.
- Not all jobs and tasks require being risk assessed. However, before carrying out any task, it is advisable to check beforehand if a risk assessment is required. If one is required, then a further check needs to be made to see if a generic one is in place, and that it is current. If one is not in place, or a generic one is not current, then a thorough risk assessment needs to be carried out before the task is undertaken. Advice about risk assessment completion can be sought from the Observatory Director.
- No person shall intentionally interfere with or misuse anything provided by the Society in the interests of health, safety and welfare.

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- Smoking and vaping are not permitted in any of the Society's buildings or outside areas. This applies to all buildings and areas within our boundaries.

## **Members of the Society must:**

- report any incident or accident in the accident book and inform any member of the committee as soon as possible. This is located in the Observatory lecture room.
- report any concerns relating to the safety of equipment or premises by completing the appropriate log book. This is located in the Observatory lecture room.
- not permit access to the premises or use of equipment by themselves or by visitors if they have any doubts regarding its safety.
- adhere to the written procedures.