

Yorkshire Mountaineering Club Ltd

Health and Safety Policy Guidelines

Procedures

The following procedures describe detail of the Safety Management System which has been developed to reduce the risk to members and others, which may be associated with the activities of the Club and the Club Hut.

The Compliance Officer

A Health and Safety Compliance Officer will be appointed by the Committee to seek out and provide detailed advice on a range of Health and Safety related issues, and will report to the Committee who will consider all Health and Safety related matters.

Hut Maintenance Meets

Hut Maintenance Meets are held several times a year. The Club recognises that this work has the potential to create an increased level of risk for those involved. A Risk Assessment will be completed for each Maintenance Meet and the Hut Warden will ensure that all reasonable precautions have been taken. Appropriate tools and protective equipment will be used by those involved in the work. Where necessary the Club will provide the appropriate tools and protective equipment.

Risk Assessment

The Club will ensure that an appropriate Risk Assessment is completed for the Club Hut. In addition, a separate Risk Assessment will be completed for each Maintenance Meet and any other exceptional activities. A copy of the Hut Risk Assessment will be on permanent display in the Club Hut, and a copy of the Risk Assessment for each Maintenance Meet will be posted in the Hut for the duration of the Meet. Advice regarding Risk Assessments may be sought from the Compliance Officer. All Risk Assessments will be reviewed by the Committee.

Accident Reporting

All accidents, incidents, and near misses, occurring in or around the Club Hut will be recorded on an Accident Report Form, located in the Hut. All Accident Reports will be reviewed initially by the Hut Warden. Any action taken by the Hut Warden will be written on the reverse of the Accident Report Form which will then be passed to the Compliance Officer. All accidents will be discussed by the Committee during their review of Hut Risk Assessments.

Chemical Safety

The Club recognises the need for care with potentially hazardous household chemicals in the Club Hut, particularly since the Hut is used by children. The Hut Warden will ensure that the least hazardous substances available will be provided, and a safe location for their storage is identified, out of the reach of children.

Electrical Safety

The Hut electrical installations will comply with the current regulations and will be tested every five years. Portable electrical appliances will be tested annually.

Gas Safety

The Hut gas installation will be tested annually by a CORGI registered gas fitter. Instructions will be provided in the hut for the turning on/off of the gas supply on arrival/departure. All maintenance of gas equipment will be carried out by a CORGI registered gas fitter.

Fire Safety

The Hut is fitted with a fire alarm system, smoke detectors, emergency lighting, and appropriate fire extinguishers. All of these will be tested annually. A Fire Risk Assessment will be incorporated within the Hut Risk Assessment. All fire exits will be clearly marked with the relevant signs.

First Aid

A First Aid Box will be provided in the Hut for the use of all members, guests, visitors, and contractors. The Hut Warden, or a person appointed to assist with the task, will replace any items used. Recommended minimum contents of the First Aid Box will be recorded within the box.

Club Meets

A Meet is any gathering of the Club that is published on the Meets Card or in the Club Newsletter. Participants are members of the Club, their personal guests, and prospective members. Club Meets are an opportunity for members and others to get together and participate in their own activities. Club Meets will not provide led or guided mountain activities. Each Meet will have a named Meets Co-ordinator. The role of the Meets Co-ordinator is to oversee the administrative details of the Meet and act as a focal point for the participants during the Meet. The Meets Co-ordinator will record the names of everyone attending the Meet. It is not the role of the Meets Co-ordinator to assess the health, fitness, or competence of participants for their intended activity. Similarly, it is not the role of the Meets Co-ordinator to inspect the equipment of participants.

Mountain Activities

The principal objective of the Club is to promote, encourage, and foster the sport of mountaineering, rock climbing, and associated activities. These activities are inherently hazardous and the Club recognises and endorses the British Mountaineering Council's Participation Statement. Whilst the Club does not accept any responsibility for the mountain activities of members or guests whilst staying in the Club Hut, they are encouraged to use equipment and clothing appropriate to their activity, bearing in mind their experience, and taking into account the prevailing conditions. All members and guests staying at the Club Hut are encouraged to leave information in the Hut Destination Book, or with the Meets Co-ordinator when attending Meets away from the Hut, giving detail of their planned mountain activities and an anticipated time of return. Members and guests are individually responsible for having appropriate insurance, including cover for third party liability. (All members of Climbing Clubs affiliated to the British Mountaineering Council have such third party cover.)

Young Persons

Whilst staying at the Club Hut, all young persons under the age of eighteen must be under the supervision of a responsible adult, i.e. parent/guardian or an adult nominated as such by the parent/guardian. The entry in the Hut Register for all young persons must be endorsed by the responsible adult. If the responsible adult is not the parent/guardian, this signature confirms that authorisation has been given by the young person's parent/guardian. When families with children are staying at the Club Hut, both the families and other hut users must remain aware of the needs of each other. Extra care must be taken in hazardous areas such as in kitchens, and with the use and care of fires. Similarly, in dormitories and washrooms, hut users are expected to remain sensitive to the presence of young persons.