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COMBE MILL SOCIETY

Introduction to our Safety Management System

CMS-MS-00/3

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1. Introduction

This short document has been produced to enable members to understand the Safety Management System that has been created to ensure their safety and that of the public, when coming to work at or visit Combe Mill

2. Occupational Health & Safety Policy

As a limited company and registered charity the Combe Mill Society has obligations to comply with legislation that regulates the health and safety of its volunteers and visitors.

Even though we are all volunteers the law requires that the Society behaves like an 'employer' in making sure that we reduce the foreseeable risks of hazard to as low a level as reasonably practical for everyone at Combe Mill.

We must also be able to demonstrate to our insurers that all steps have been taken to provide volunteer members and visitors with information, and made available to them suitable personal protective equipment or clothing when carrying out activities in the Mill.

We have written our OHS Policy in simple terms to explain how your Board of Directors will interpret their obligations.

Volunteering to 'work' at the Mill should be fun and enjoyable and whilst doing our utmost to create a safety culture that meets legislative requirements, we are all ultimately responsible for looking after our own safety and that of our fellow members and visiting public.

Each member will receive a copy of our Policy document and will be asked to sign that they have read and understood it.

3. Child Protection Policy

We have a written policy on how we will relate to children who visit the Mill.

4. Equality Policy

An Equality Policy declares that we do not discriminate, and indeed seek diversity, in our relationships with our members and visitors.



5. Procedures

There are several procedures that describe how our OHS Policy will be implemented.

CMS-ohs-01 Emergencies – defines how we will make the Mill safe from fire hazard and how we will deal with emergencies.

CMS-ohs-02 First Aiders and Appointed Persons – states that when we are open to the public there will always be a rehearsed response to a first aid emergency.

CMS-ohs-03 Operational Control – defines how we will assess the risk associated with the various activities undertaken at the Mill and from these prepare Method Statements to give best advice for carrying out each task.

CMS-ohs-04 Audit Monitoring & Reviewing – defines how we monitor, audit and review the management of our health and safety system. We seek to learn the lessons from incidents that take place and to continually improve our management of potential risk.

CMS-ohs-05 Document Control – defines how we manage our documentation and records that support our Safety Management System.

The diagram shows the hierarchy of the various procedures, method statements and associated forms that go to make up our OHS system

6. Risk Assessments

The most significant documents are the Risk Assessment forms. When performing risk assessments members consider possible hazards that might arise in performing particular tasks and think about the risk involved. The assessment form notes what is currently done to mitigate the risk and makes recommendations on where further risk reduction could be achieved. In particular the Risk Assessments recommend the personal protection equipment (PPE) that should be worn when performing the task.

Your directors fully understand that members are volunteers and under no obligation to accept the recommendations made in the Risk Assessments.

7. Method Statements



A Method Statement has been produced for each regular activity carried out in the Mill. These documents record the experience of members on how best to operate a particular item of machinery or how to perform a given task. The document also embodies the recommendations made in the associated Risk Assessment for the activity.

8. Familiarisation

The OHS policy and our procedures are now in place and the Society can demonstrate having taken reasonable steps to create a safety-aware culture within the Mill.

The guidance we offer is based upon HSE approved codes of practice and guidance that have a status in law. We ignore such guidance at our own risk.

Members should familiarize themselves with the safety documentation and particularly be familiar with the Risk Assessments and Method Statements that relate to their specific area of interest.

If asked to carry out any activity they feel incompetent to perform members should decline the task or obtain guidance from a more experienced member.

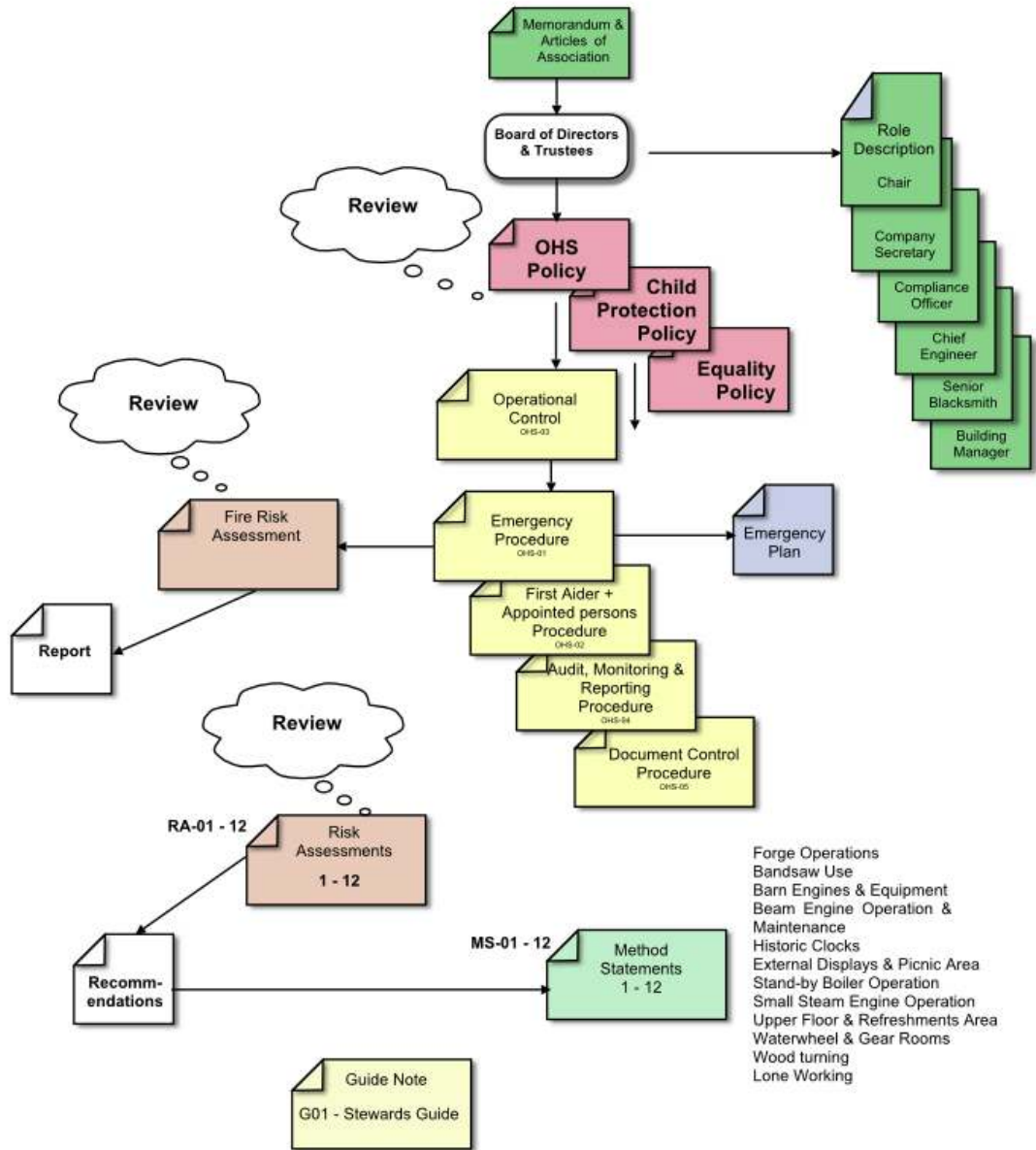
9. Bottom Line

Each member is ultimately responsible for their own safety and for that of those around them. Nothing written down in our policies or procedures can change this.

By producing Risk Assessments and Method Statements the Board, working with experienced members, has made available the best advice on how to perform tasks and have provided appropriate personal protection equipment.

Provision has been made for volunteers to be covered by our Employer Liability Insurance. To retain benefit from this cover members are advised not to depart from the advice provided by the Board.

If we fail to follow our policies and procedures and the associated method statements, in the event of an accident your directors may be personally liable for damages. By working constructively to run our Safety Management System you can avoid placing your colleagues in such a position.



Combe Mill Society Occupational Health & Safety Policy Structure

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