

SAFETY, HEALTH, ENVIRONMENT AND FIRE (SHEF) POLICY FOR EVENTS/ACTIVITIES ARRANGED OUTSIDE THE HALL

PROCEDURES

1. DADCA acknowledges that it has a responsibility to ensure that all members are made aware of the essential need to plan and organise all DADCA activities and events in as safe a manner as is practical, and with due consideration to the environment. DADCA is committed to ensuring that all reasonable steps are taken to safeguard the participants, members of the public, volunteers, DADCA employees and anyone who may be in the vicinity of a DADCA event or activity from risk of injury or ill health resulting directly or indirectly from that activity or event. DADCA is committed to:
 - 1.1. Promoting and encouraging development of as safe as practical practice as the normal acceptable standard for all DADCA events and activities.
 - 1.2. Establishing systems and procedures that will ensure members have access to up to date information and safety advice when so required.
 - 1.3. Developing and encouraging communication in order to develop the exchange of ideas and to promote best practice at all levels within DADCA
 - 1.4. Ensuring clarity of responsibilities together with exchange of hazard information and required controls between our members and other parties/groups involved in running or participating in an activity.
 - 1.5. Complying with the general requirements of the Health & Safety at Work Act (1974) and relevant supporting regulations.

CONDUCT OF ACTIVITIES

2. The responsibility for safety at individual DADCA activities or events lies with the convener of the committee organising the event. Where the activity is conducted as part of a larger event the organisers are to ensure they are aware of and comply with the host organisation's SHEF policy. All activities undertaken by DADCA are to be subject to a risk assessment and are to be conducted by persons who are competent. Persons assisting with activities are to be briefed on the following main points as a minimum.
 - 2.1. Emergency procedures including location of first aid equipment and the site evacuation plan.
 - 2.2. Procedures to ensure the control and security of any monies being charged/raised.
 - 2.3. At larger events the location and type of other activities being conducted to ensure they do not adversely impact on DADCA activities or personnel.
 - 2.4. Procedures to ensure protection of vulnerable groups.

HEALTH & SAFETY OFFICER

3. DADCA's Health & Safety (H&S) Officer is the Chair. Event/Activity Organisers should consult the Chair when planning activities and conducting the risk assessment process. The Chair is to ensure DADCA complies with DADCA policy.

RISK ASSESSMENTS

4. Risk assessments for the primary activities conducted by DADCA in the Keystone section of the DADCA website.