



KENT FLORAL ART

HEALTH & SAFETY POLICY

1.1 POLICY STATEMENT

Kent Floral Art recognizes the importance of its health and safety duty to provide a safe and healthy environment in which its members and visitors (including the general public) can enjoy all floral activities.

- For the purposes of this Statement, the term 'Kent Floral Art' shall include the Area Executive, its affiliated clubs, all paid-up members, and any volunteers.
- The term 'event' shall include all events, activities and meetings organised by Kent Floral Art, and any activities arranged by Kent Floral Art as part of a larger third-party event, eg the Area Show.

It is the policy of Kent Floral Art to promote the health and safety of everyone attending an event by –

- Taking all reasonable steps to safeguard the health, safety and welfare of all people at the venue
- Encouraging everyone present to co-operate in all matters of safety, and to report any situation which may be dangerous or unsatisfactory
- Ensuring that all equipment, tools and substances are maintained safely, and used appropriately
- Providing information to enable everyone to contribute to their own health and safety, and to support those who may have specific and particular needs
- Assessing risk as it relates to all aspects of an event and its venue, by carrying out risk assessments

1.2 RESPONSIBILITY

- Overall responsibility for health and safety at Area events shall lie with the Executive, or its named delegate(s), eg JDSE&P Committee
- Overall responsibility for health and safety at Club events shall lie with the Club committee, or its named delegate(s)

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1.3 HEALTH AND SAFETY ORGANISATION

- Kent Floral Art will make itself aware of any health and safety measures which may exist at any venue used, or with any sub-contracted person/organisation
- Risk assessments must be carried out for all events, to include all personnel attending, venue, equipment and materials, DDA provision. These must be observed by the delegate(s) responsible
- Any defect in structure, furniture or equipment must be reported to the hirer
- Any instructions regarding the use of equipment, tools or substances must be followed, including prohibited use of any of the aforementioned

1.4 EMERGENCY PROCEDURES

- Kent Floral Art will make itself aware of any prevailing emergency procedures which exist at any venue used
- Kent Floral Art will inform all attendees at any event of the fire exits, procedures and muster point(s). All attendees must follow the directions given in relation to fire

1.5 FIRST AID AND ACCIDENTS

- A trained first-aider will be present at all events which are open to the general public, unless it is part of a larger third-party event where first aid is provided by the third-party
- Kent Floral Art must familiarize itself with any first aid boxes and equipment existing at all venues hired
- Any deficiency in basic first aid equipment should be reported to the hirer
- Any accident, injury or other first aid incident must be recorded, kept on file, and the Area Executive notified.

Kent Floral Art will respect this policy at all levels. Copies will be circulated to the Area Executive and all affiliated clubs.

This policy will be reviewed every two years, and amended as appropriate.

Signed:

Date:

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