

Health and Safety Policy for Comberton Twinning Association

Organisation and Mission

Comberton Twinning Association (CTA) exists to facilitate communication and visits between residents in the area around Comberton in the UK, and those around Le Vaudreuil in France. CTA is a small “Voluntary Association” rather than a company or charity, so its administration is minimal.

Health and Safety Law

Keeping people healthy and safe is a common-sense goal for any organisation. However, health and safety legislation (Criminal Law) only applies to employers, employees and the self-employed - and it only applies to an organisation which has at least one employee – so not CTA. See <https://www.hse.gov.uk/voluntary/> for government guidance on this for voluntary associations such as CTA.

Civil Law and the Duty of Care

Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. We must all take care to avoid someone being injured as a result of another person's negligence.

Note however:

1. That the CTA is a voluntary association of families and individuals, who are expected to apply their own usual level of care over health and safety matters, while at CTA events.
2. That the unit of membership of CTA is the family, and primary responsibility for children remains with the responsible adults of the family. The Association does not accept unaccompanied children (under the age of 18) on its trips.

CTA and Health and Safety

As CTA does not have any employees, the Health and Safety at Work etc Act 1974 (HSW Act) does not apply.

However, CTA acknowledges the common law duty of care for its members, and will take appropriate steps to comply with Health and Safety government guidance and best practice. See <https://www.hse.gov.uk/voluntary/manage-low-risk.htm>.

Risk Assessments

As the HSW does not apply to CTA, there is no legal requirement to carry out risk assessments for normal CTA activities. However, it is prudent to carry out risk assessments for any higher-hazard or more risky activities. As an example, we would not normally carry out a risk assessment for an AGM or social evening, but during the Covid pandemic, we have been doing so.

Safeguarding

Safeguarding of children and vulnerable adults is an aspect of safety which has legal requirements and a separate CTA policy – see http://combertontwinning.org.uk/twinning_safeguarding.pdf.

Contacts

Within the Association, any suspected Health and Safety worry or event should be reported to a member of the Management Committee (Chairman, Secretary, Treasurer, etc) for review.

Deployment and Monitoring

This Health and Safety policy will be promoted to the membership through the AGM and website.

The policy will be reviewed every three years, or following changes in legislation and/or government guidance, or as a result of any other significant change or event.

[Paul Hardy, Chairman, 20-Sep-2021, revised 21-Sep-2021]