

Hampshire Genealogical Society (HGS)

Health and Safety Policy



Introduction:

A health and safety policy is a document outlining an organisation's commitment and approach to managing health and safety in the workplace.

Our Policy Statement:

As a part of its 'duty of care', the Hampshire Genealogical Society is committed to protecting all persons, including Members, Volunteers, Visitors, Customers and Members of the Public, from potential injury or damage to their health which might arise from activities associated with the Society.

Good Practice:

- The Society will endeavour to ensure a high level of commitment to health and safety and will comply with all statutory requirements;
- The Society has a Risk Assessment policy aimed at minimising the likelihood of danger, accident or hazard;
- The Society will provide information regarding work practice procedures, training and supervision needed by Volunteers in order to carry out their work or duties safely;
- At its base in Hampshire Archives, the Society will acquaint itself, and comply, with the regulations set down by Hampshire County Council in order to provide and maintain safe working conditions, equipment and systems of work for all volunteers;
- Our Group Organisers must acquaint themselves, and comply, with the rules and regulations set down by the lessor of the venue where their meetings are held;
- Our Library Volunteers must acquaint themselves, and comply, with the rules and regulations set down by the Library in which they run their Help Sessions;
- Our Bookstall Manager, or other person in charge, must mitigate any possible health or safety risk to Volunteers and Members of the Public when taking our Bookstall to Family History Shows and Events;
- Any Volunteer involved in helping to run an HGS event must attempt to mitigate any possible health or safety risk to others.

Hampshire Genealogical Society (HGS)

Health and Safety Policy

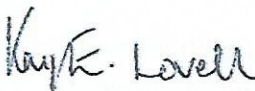
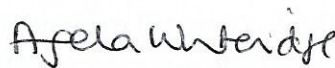
Expectations:

All Volunteers and Members should:

- Co-operate with HGS Trustees, Post-holders and Group Organisers on health and safety matters;
- Make themselves aware of the HGS Risk Management policy;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as detailed below).

Reporting Concerns:

- A Trustee should raise any concerns with the Chairman, or Vice Chairman, who in turn may wish to discuss a situation with one or more other Trustees or, in some circumstances, with an outside body;
- Post-holders should raise concerns with a Trustee;
- Volunteers should raise concerns with the Post-holder who manages them;
- Group Organisers should raise concerns with the Lead Group Organiser who in turn may wish to pass them on to the Trustees;
- Group Members should raise concerns with their Group Organiser or a Member of their Organising Committee.

	Prepared by:	Approved and signed on behalf of the Trustees by:
Signed:		
Print Name:	KAY E. LOVELL	A. H. WINTERIDGE
Position:	Vice Chairman	TRUSTEE
Date:	23 rd October 2025	23 rd October 2025