



Corporate Policy Number 51	Date Last Updated: January 2025 Date for Next Review: January 2027 Director Responsible: TM Sidaway
Health & Safety	

1. Introduction

GLIAS is primarily a learned and educational society, however some of our activities carry health & safety risks:

- Organisation of lectures open to members and the general public
- Organisation of walks open to members and the general public
- Organisation of visits to industrial archaeology museums, remains, artefacts, etc.
- Recording of industrial archaeology remains and artefacts on sites:
 - under the control of others
 - under the control of one or more GLIAS members

The above activities are carried out by volunteers from the membership, co-ordinated by individuals who are usually – though not necessarily always – GLIAS Directors.

2. Aims

GLIAS strives to:

- prevent accidents and cases of task-related ill health
- conform to the letter and intent of the current legislative requirements
- adopt and maintain adequate control of health and safety risks arising from our activities
- create a culture where all members or the general public are able to bring up matters affecting the health and safety of themselves and others
- ensure that members are aware of the safest ways to work and good practice
- investigate all incidents and accidents and report to the GLIAS Board

3. Principles

- GLIAS acknowledges that it is variously responsible for the health and safety of its own members, of the general public attending GLIAS activities and of the wider general public coming into contact with GLIAS activities.
- GLIAS will ensure that the organiser of all GLIAS events (lectures, walks and visits) is aware of their responsibility to evaluate and (where necessary and/or practical) mitigate health &

safety risks. Unless otherwise agreed, this will be done by the co-ordinator of the type of event.

- The organiser of all GLIAS events will evaluate and (where necessary and/or practical) mitigate health & safety risks. Particular attention will be paid to the physical abilities of those attending the event.
- Where appropriate, particular procedures for a type of event will be developed.
- Where appropriate, either at the instigation of the GLIAS Board, or at the request of an individual organiser, H&S training will be arranged to support competency and safety.
- Where activities are carried out on another's site or location (eg recording activities on a live construction site), the organiser will liaise with the other party to establish the other party's H&S requirements, and will ensure that all GLIAS members participating in the activity are aware of and comply with those requirements.
- Where activities are carried out in circumstances where specific H&S procedures are required but are not provided by others (eg recording activities at a location where GLIAS is in principal control), an individual will be appointed by GLIAS to ensure that such procedures are developed, communicated and complied with.
- GLIAS arranges insurance cover to cover anticipated H&S risks, but acknowledges that insurance is a last resort and undertakes to strive to avoid an incident leading to a claim.
- It is the responsibility all Directors and volunteers working for or on behalf of GLIAS to work in a way that minimises health and safety risks. If in doubt individuals should get help from their the GLIAS Board

4. Individuals' responsibilities

Whether a Director, co-ordinator, volunteer or contractor you must:

- take reasonable steps to ensure the health and safety of yourself and those around you
- co-operate with others on health and safety matters, including the investigation of any incident
- maintain a safe environment at GLIAS events
- make sure you have read and comply with relevant H&S procedures and risk assessments
- not interfere with anything provided to safeguard your health and safety
- report all health and safety concerns to the GLIAS organiser
- inform a GLIAS Director if you consider you have health and safety training needs
- report any current or potential situation relating to a GLIAS activity which is a threat to personal safety (talking about fear and other problems is not a mark of failure but good practice)
- comply with health and safety measures put in place
- use equipment in accordance with any instructions given to you
- any equipment fault or damage must immediately be reported to a GLIAS organiser. Do not attempt to repair equipment unless trained to do so.