

Akarana Caravan Club Health and Safety Policy

Introduction:

The Akarana Caravan Club is committed to providing a safe and enjoyable environment for all members and guests.

This policy outlines the health and safety procedures that will be implemented to achieve this goal.

Specific Responsibilities:

Executive Committee: The Executive Committee is responsible for the overall health and safety of the club.

Club President: The Club President is responsible for implementing and monitoring the health and safety policy.

Members: Members are responsible for following all health and safety procedures.

The Rally captain to complete the Health and Safety checklist at the start of each rally.

The first Aid kit and Defibrillator will always be available at all events.

The Rally captain is required to always have the Rally book accessible

General Principles:

1. **Safety First:** The safety of all members and guests is our top priority.
2. All safety equipment is kept in good working condition and readily available.
3. **Risk Management:** We will identify, assess, and manage all foreseeable risks associated with our activities.
4. **Compliance:** We will comply with all relevant legislation. We will comply with the health and safety of the venues we visit,
5. **Communication:** We will communicate effectively with members and guests about health and safety matters.
6. All first aiders are fully trained and have a current first aid certificate.
7. There will be a nominated first aider at each rally.
8. **Training:** We will provide appropriate training to members and volunteers on health and safety procedures.

9. Incident Reporting: We will have a clear document for reporting incidents, and will keep a log of all fire practices and equipment checks.

Procedure

- The Flag and air horn will be placed in a position at the rally site that is easily accessible by all in case of a fire.
- The fire or emergency signal is a continuous sounding of the air horn/hooter.
- At night sounding of van horns and flashing lights will direct you to the meeting point
- Rally captain or Health and Safety co-ordinators, should put on the Hi Vis jacket or arm band, collect the rally book and mobile phone, and go to the assembly area by the flag.
- When the fire alarm is sounded members are to assemble by the Flag with their fire buckets and extinguishers or blankets and wait for further instructions.
- The rally captain will then take the 'roll of attendees' with a special note to help any member who needs extra assistance

Review and Revision:

This policy will be reviewed and revised annually, or as needed, to ensure its effectiveness.

Disclaimer:

This policy is intended as a general guide and does not cover all possible situations.

Members and guests are expected to use common sense and good judgment to ensure their own safety.