



Health & Safety Policy

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

The Roman Military Research Society

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with our members on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for members;
- to ensure all members are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of activity-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:

(Chairman)

5 November 2010

Date

5 November 2011

Review Date

Responsibilities

- 1 Overall and final responsibility for health and safety is that of

M.A. HATCH

- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

H. MARSDEN

- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

(Name and Area of responsibility)

D. MARSDEN: Arena Displays

J. HATCH: Living History Displays

- 4 All members have to:

- Co-operate with [THE RMRS](#) Committee and “officers” of [THE RMRS](#) on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our activities

- Risk assessments will be undertaken by

H. MARSDEN and J. HATCH

- The findings of the risk assessments will be reported to

M.A. HATCH

- Action required to remove/control risks will be approved by

M.A. HATCH

- Responsibility for ensuring the action required is implemented lies with

H. MARSDEN

- Responsibility for checking the implemented actions have removed/reduced the risks lies with

M.A. HATCH

- Assessments will be reviewed every

12 Months

or when the activity changes, whichever is the soonest.

Consultation with the Membership

- Members representatives are

A. WINK: Military Representative

A. POOKE: Civilian Representative

- Consultation with the membership is provided by

[THE RMRS](#) Committee, of which the above named are all elected members.

Safe Equipment

- The identification of all equipment needing maintenance is the responsibility of

D. MARSDEN and J. HATCH

- Ensuring that effective maintenance procedures are drawn up is the responsibility of

D. MARSDEN and J. HATCH

- Ensuring that all identified maintenance is implemented is the responsibility of

D. MARSDEN and J. HATCH

- Any problems found with equipment should be reported to

[THE RMRS](#) Committee or
H. MARSDEN

- Checking that all new equipment meets health and safety standards before it is purchased is the responsibility of

H. MARSDEN

Information, instruction and supervision

- The Health and Safety Law information is contained in

[THE RMRS](#) Members' Handbook



- Health and safety advice is available from

**THE RMRS Committee or
H. MARSDEN**

- Any problems found with equipment should be reported to

D. MARSDEN or A. POOKE

- Ensuring that all members performing at events/ locations under the control of other event organisers/sponsors are given relevant health and safety information is the responsibility of

J. HATCH

Competency for tasks and training

- Induction training will be provided for all members of **THE RMRS** by

D. MARSDEN or A. POOKE

- Specific training will be provided by

Individuals nominated by those named above.

Consultation with the Membership

- Specific activities requiring special training are

Drill displays;
Weapon handling;
Artillery use and archery;
Handling of sharp objects;
Lifting heavy items;
Fire safety.

- Training records are kept by

H. MARSDEN

- Training will be identified, arranged and monitored by

H. MARSDEN

Accidents, first aid and activity-related ill health

- First aid boxes are located in

The Cook Tent;
The Military Tent.

- The appointed first aider(s) are

P. NOONS;
A. WALSH;
M.A. HATCH.

- All accidents and cases of activity-related ill health are to be recorded in **THE RMRS** accident book. The book is kept by

H. MARSDEN

- The reporting of accidents, diseases and dangerous occurrences to the enforcing authority is the responsibility of

M. HATCH

Monitoring

- To check our working conditions and ensure our safe working practices are being followed, we will

Carry out checks before an event opens to the public and spot checks during an event. Unsafe practices will be investigated and recorded. Immediate remedial action will be taken whenever possible to reduce or mitigate the risks.

- Investigating accidents is the responsibility of

H. MARSDEN

- Responsibility for acting on investigation findings to prevent a recurrence lies with

M. HATCH

Emergency procedures

- Responsibility for ensuring the fire risk assessment is undertaken and implemented lies with the

Event Organiser/Sponsor

- Fire extinguishers are maintained and checked at every event.



Health and Safety Risk Assessment

for

The Roman Military Research Society


(completed in accordance with the UK Health and Safety Executive publication "Five Steps to Risk Assessment")

This Assessment applies to all reasonable Risks identified in the provision of public living history displays throughout the United Kingdom and Europe.

Throughout this document those identified "at Risk" shall include:

- Members of the Roman Military Research Society ([THE RMRS](#));
- Performers from other re-enactment groups not trained by [THE RMRS](#);
- Member of the Public;
- Event Staff;
- Any other visitors or guests to the site not directly associated with the contracted event.

Signed:



(Chairman)

5 November 2009

Assessment Undertaken

5 November 2010

Review Date



A Residual Risk rating has been calculated by multiplying "Likelihood" by the "Severity" using the tables below:

LIKELIHOOD	SEVERITY	RATING BANDS	ACTION REQUIRED
1 Most Likely	1 Trivial injury	1&2 Minimal Risk	Maintain control measures
2 Unlikely	2 Slight injury	3&4 Low Risk	Review control measures
3 Likely	3 Serious injury	6&8 Medium Risk	Improve control measures
4 Most Likely	4 Major injury	9,12	Improve controls immediately

1. Hazard Identified:

Fire and naked flames, including:

- Burns and scalds;
- Sparks and embers;
- Smoke Inhalation;
- Hot objects, i.e. cooking pots, pans and utensils.

Existing Safety Measures:

- Fire risk assessment undertaken for each event.
- Continual supervision.
- Fire extinguishers are maintained and checked, and/or containers of water are close to hand at every event.
- Protective clothing provided for members of [THE RMRS](#).
- First Aid trained personnel are identified within [THE RMRS](#) and are present at events.
- First Aid pack includes eyewash and treatment for burns/scalds.
- Members of the public (MOP) kept at a safe distance.

Residual Risk (Rating):

- Fire. **(2)**
- Burns/scalds. **(4)**

Additional Controls:

- Controls adequate for MOP.
- Members of [THE RMRS](#) to be periodically reminded of safe working practices and to be aware of the Residual Risks.

2. Hazard Identified:

Sharp objects and blades, including:

- Swords, knives, spears, etc;
- Missile weapon points (javelins, arrow heads, bolts, etc.);
- Scissors and snips;
- Jewellery fastenings;
- Clothing and hair pins;
- Styli and spindles;
- Broken glass and pottery;
- Edges of metal armour.

Existing Safety Measures:

- Only those members of [THE RMRS](#) trained in the safe-handling of weapons, etc. are permitted to carry, use or display them.
- MOP kept at safe distance.
- Continual supervision of MOP.
- Handling of objects by MOP is controlled by members of [THE RMRS](#).
- Jewellery displays are pinned to an appropriate backing material to prevent handling by MOP.
- Broken glassware and pottery disposed of immediately.
- First Aid trained personnel are identified within [THE RMRS](#) and are present at events.
- First Aid pack includes items to treat cuts, abrasions and puncture wounds.

Residual Risk(s):

- Accidental cuts and abrasions. **(2)**

Additional Controls:

- Controls adequate for MOP.



3. Hazard Identified:

Missile Weapons, including:

- Javelins (practice throwing “pila”);
- Arrows;
- Artillery bolts;
- Slingshot.

Existing Safety Measures:

- A separate risk assessment is undertaken for each event involving the shooting of missile weapons.
- Only those members of [THE RMRS](#) trained in the safe-handling of weapons, etc. are permitted to carry, use or display them.
- members of [THE RMRS](#) operating missile shooting artillery must wear protective body armour and helmets.
- All equipment is maintained and checked for serviceability.
- Display areas are cordoned with double tape barriers.
- Range safety area established (with arcs, butts and shooting line) and delineated with Event Sponsor.
- MOP kept behind shooting line.
- First Aid trained personnel are identified within [THE RMRS](#) and are present at events.
- First Aid pack includes items to treat puncture wounds and dislocations.

Residual Risk(s):

- Failure, under loading, of missile artillery components. (4)
- MOP straying into Range Safety Area. (4)

Additional Controls:

- No compromise of range safety under any circumstance will be tolerated.
- Event sponsors to enforce barrier controls and adequately inform MOP of the dangers.

4. Hazard Identified:

Manual handling, including display to MOP or the carrying and use of:

- Body armour;
- Artillery;
- Cooking equipment (cauldron, boxes, etc.);
- Water containers (when full);
- Tents;
- Other props, etc.

Existing Safety Measures:

- All members of [THE RMRS](#) are trained in the safe manual handling of equipment.
- Handling of objects by MOP is controlled by members of [THE RMRS](#).
- Children are closely supervised when handling small items (e.g. gaming pieces, beads, etc.).
- First Aid trained personnel are identified within [THE RMRS](#) and are present at events.
- First Aid pack includes items to treat injuries.

Residual Risk(s):

- Accidental cuts and abrasions. (2)
- Strain injuries resulting from poor lifting technique. (2)
- Crush injuries from dropping heavy items. (2)
- Choking on small objects. (2)

Additional Controls:

- Controls adequate for MOP.
- members of [THE RMRS](#) to be periodically reminded of safe working practices and to be aware of the Residual Risks.



5. Hazard Identified:

Toxic or contaminated materials, including:

- Known chemical irritants;
- Herbs and other plants;
- Lead and other metals;
- Cleaning agents;
- Smoke and fumes;
- Food poisoning.

Existing Safety Measures:

- Safe ingredients are substituted wherever possible for toxic or harmful substances.
- All members of [THE RMRS](#) are warned of the dangers presented by certain substances.
- Training is provided in the safe-handling of toxic or harmful substances.
- Ingredients and other substances are kept in sealed containers unless in use.
- Handling of objects by MOP is controlled by members of [THE RMRS](#).
- Where possible MOP are kept at a safe distance from and not exposed to harmful substances.
- All reasonable precautions are taken towards hygienic food preparation.
- Food prepared by [THE RMRS](#) for the members' consumption is not supplied to MOP.
- All cooking utensils are thoroughly cleaned before and after use.
- First Aid trained personnel are identified within [THE RMRS](#) and are present at events.
- First Aid pack includes items to treat injuries.

Residual Risk(s):

- Allergic reactions to substances.(1)
- Food poisoning. (1)

Additional Controls:

- Controls are adequate for MOP.
- Members of [THE RMRS](#) to be periodically reminded of safe working practices and to be aware of the Residual Risks.

6. Hazard Identified:

Tripping and falling due to uneven or slippery surfaces and objects such as ropes, cables, etc.

Existing Safety Measures:

- A separate risk assessment is undertaken for each event.
- Trip hazards are identified and either removed or marked.
- First Aid trained personnel are identified within [THE RMRS](#) and are present at events.
- First Aid pack includes items to treat cut, abrasion or dislocation injuries.
- Controls deemed adequate.

7. Hazard Identified:

Poor Lighting, particularly for members of [THE RMRS](#) camping at events.

Existing Safety Measures:

- All members of [THE RMRS](#) are encouraged to provide additional lighting (lanterns, torches, etc.) as required.
- Controls deemed adequate.

8. Hazard Identified:

Vehicles, including:

- Driving to and from events;
- Manoeuvring on site;
- Loading and unloading equipment.

Existing Safety Measures:

- Only appropriately licensed members of [THE RMRS](#) may drive the Society's vehicles.
- All vehicles are maintained and checked for serviceability in accordance with mandated DOT standards and UK law.
- Guides are used, as required, to ensure the safe manoeuvring of vehicles.
- All members of [THE RMRS](#) are trained in the safe manual handling of equipment.
- Controls are deemed adequate.



9. Hazard Identified:

Poor weather, including:

- Low temperatures;
- High temperatures;
- Wet and slippery conditions;
- Wind.

Existing Safety Measures:

- A separate risk assessment of adverse weather conditions is undertaken for each event.
- All members of [THE RMRS](#) are encouraged to possess adequate clothing to cope with temperature extremes and wet weather.
- Tents provide shelter.
- Additional ropes are fixed to tents in high winds.
- Event sponsors directed to supply sufficient water for members of [THE RMRS](#) in high temperatures.
- Controls deemed adequate.

