

The Bristol Astronomical Society

Safety Policy

Version 1.0

Table of Contents

Policy Statement.....	1
Roles and responsibilities.....	2
All members.....	2
Safety Officer.....	2
Treasurer.....	2
Secretary.....	2
Chairman.....	2
Observatory Director.....	3
Equipment Officer.....	3
BAS Event Organisers.....	3
The Organisation.....	3
Document Purpose and Usage.....	3
Applicability.....	3
Limitations and exclusions.....	4
Precedence.....	4
Change Control.....	4
Appendix 1: Relevant external documentation.....	5
HSE Guidance.....	5
Health and Safety Check-list for Village Halls	5
Portable Appliance Testing FAQ.....	5
INDG231 Electrical Safety and you.....	5
HSE guidance on use of ladders.....	5
INDG389 – Shock horror: Safe working near overhead power lines in agriculture.....	5
Fire Regulations.....	5
fsra-5-step-checklist.....	6
making-your-premises-safe-short-guide.....	6
Federation of Astronomical Societies.....	6
Appendix 2: Schedule of Safety Documentation.....	7
Schedule of Safety Documents.....	7

Policy Statement

- BAS is a safe organisation and does not intentionally put its members or members of the public at risk through its activities.
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- BAS will keep a safety incident log and use it to monitor its safety performance and amend its safety guidelines. Incidents will be reviewed at every committee meeting and reported at the AGM.
- All members are equally responsible for the safe operation of the Society.
- BAS does not provide safety training. The Committee may issue safety procedures, guidelines and provide safety advice for certain activities that will set out minimum requirements for Society activities. They will be provided in good faith and will not replace the members responsibility to act in a safe manner.

The Bristol Astronomical Society

Safety Policy

Version 1.0

- The Society will insure members against third party liability while taking part in Society events, it will not insure members for personal accident or damage to their equipment.
- BAS will neither vet members nor tolerate abusive, intimidating, or violent behaviour. It will not attempt to investigate any complaint but will report it to the relevant law enforcement authority.
- Guardians of minors and assistants for disabled members may attend BAS meetings without joining the Society.
- BAS will carry out a safety audit of its meetings venue and observatory annually, and after any significant change.
- BAS will carry out risk assessments for organised events.
- BAS will implement its safety policy in an open and honest manner.
- BAS will not provide first aid services
- BAS will carry out this policy on a best endeavours basis appropriate to a Society run by unpaid volunteers.

Roles and responsibilities

All members

Act in a safe manner and meet their responsibility under UK civil law to avoid putting others at risk.

Notify safety incidents using the BAS safety incident procedure.

Assist the Officers of the Society in maintaining the society's safety standards.

Safety Officer

Organise safety audits

Manage the incident log and reporting procedure

Report on safety incidents to the committee and AGM.

Propose changes to safety procedures and guidelines

Treasurer

Include reasonable provision for safety equipment and maintenance in the BAS budget.

Secretary

Assist the Safety officer to monitor the incident email

Include Safety on the agenda of each committee meeting and the AGM.

Chairman

Ensure the safety post holders are appointed and carry out their roles to an acceptable standard.

Carry out an annual safety audit of the meeting venue.

Monitor Safety at regular BAS meetings

The Bristol Astronomical Society

Safety Policy

Version 1.0

Observatory Director

Carry out the annual safety audit of the observatory
Maintain the observatory to a safe standard.
Issue updated procedures to key-holders.

Equipment Officer

Maintain equipment to a safe standard.

BAS Event Organisers

Notify the Safety officer of the event in advance
Carry out a risk assessment in good time
Take appropriate action in the event of a safety incident.

The Organisation

The Bristol Astronomical Society (BAS, The Society)

UK Charity reg: 299649
Current contact information on www.bristolastrosoc.org.uk
A non profit Society
located in Bristol UK,
Made up of people interested in Astronomy,
Run by unpaid volunteers
To advance the education of science in the Bristol Area.

Document Purpose and Usage

The document sets out the Safety policy of the Bristol Astronomical Society. It includes references to relevant external sources considered in its preparation and a schedule of BAS safety documentation.

The main body sets out the policy.

The Policy statement may be used to summarise the policy e.g. In the members handbook, but must reference the full policy.

Appendix 1 provide background information and documents consulted while preparing the policy. They do not form part of the policy and are included for reference when the policy is reviewed.

Appendix 2 is a schedule of BAS Health and safety documents.

Applicability

This policy is applicable to all BAS Activities and to all activity using The Society's equipment.

The Bristol Astronomical Society

Safety Policy

Version 1.0

Limitations and exclusions

This policy is limited to BAS Astronomical observations, lectures, and related activity, for small groups of people.

It excludes;

- control of large groups of people,
- supervision of minors or adults with diminished responsibility,
- and provision of first aid.

This policy does not cover people who may be employed by the Society.

Precedence

UK law takes precedence over this policy. This includes the UK common law duty of care to others who may be affected by an individuals actions.

Change Control

Changes to the policy must be approved at a BAS committee meeting.

Version	Version Date	Approval Date	Change Description
0.1	2013-03-23		First Draft for limited comment
1.0	2013-08-30	213-07-30	With comments form the Committee meeting on 2013-07-30 where the policy was approved

The Bristol Astronomical Society

Safety Policy

Version 1.0

Appendix 1: Relevant external documentation

HSE Guidance

<http://www.hse.gov.uk/voluntary/>

BAS does not employ people so is not covered by Health and Safety legislation. Most HSE guidance is directed at employers and is not relevant to organisations run by unpaid volunteers. It guidance for voluntary organisations (March 2013) appears to be the same as for small employers. Some publications provide useful guidance for good practice.

Health and Safety Check-list for Village Halls

<http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

Has some relevance for the Failand Observatory.

Portable Appliance Testing FAQ

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Relevant for the AV kit used for meetings, extension leads and motor drives.

INDG231 Electrical Safety and you

An overview with references.

HSE guidance on use of ladders

<http://www.hse.gov.uk/falls/ladders.htm>

Step ladders are used for observing with the Society's 18" and 12" telescopes.

INDG389 – Shock horror: Safe working near overhead power lines in agriculture

Overhead power lines run along the north boundary of the Failand site.

Fire Regulations

These cover our meeting venue, observatory, and external events. The following documents, available from www.communities.gov.uk/firesafety are applicable.

The Bristol Astronomical Society

Safety Policy

Version 1.0

fsra-5-step-checklist

Fire safety checklist

making-your-premises-safe-short-guide

Good advice on protecting against fire/

Federation of Astronomical Societies

The Society's public liability insurance is arranged through FAS so compliance with the FAS guidelines on Health and Safety should be seen as necessary for the insurance cover.

**The Bristol Astronomical Society
Safety Policy
Policy Version 0.1 Schedule Version 0.1**

Appendix 2: Schedule of Safety Documentation

Schedule of Safety Documents

This schedule will be updated to reflect changes to BAS safety documentation when the document changes are approved by the BAS Committee.

Title	Ver.	Date	File Name	Purpose
Bristol Astronomical Society Safety Policy	1	2013-04-16	BAS-Safety-Policy-1-0	This Document, Defines the Safety policy for the Bristol Astronomical society
Failand Fire Procedure	1	2013-04-16	BAS-Failand-Fire-Procedure-1-0	Procedure to be followed for observing sessions for the public or invited groups at Failand to cover the risk of fire. To comply with fire regulations requirement for a site evacuation procedure.
Failand Location Notice	1	2013-03	BAS-Failand-Location-Notice-1-0	Notice with the location of the Failand observatory for use when calling the emergency services. A copy pasted to rigid board is kept on a hook on the inside of the Failand dome door.
Cyril Dome Occupation Notice	1		BAS-Failand-Dome-Occupancy-Notice-1-0	Notice giving the Failand dome occupancy limit for fire safety
Failand Site Log			Failand Log subdirectory and physical copy on site	To collate information about the Failand Site for reference, and for regulatory compliance.
Failand Visitors Notes	5	2013-08-23	Failand Visitors Notes V5	Document emailed to members of the public enquiring about open observing sessions.

**The Bristol Astronomical Society
Safety Policy
Policy Version 0.1 Schedule Version 0.1**

Title	Ver.	Date	File Name	Purpose
BAS Minimum Standards for Public Solar Observing Events	0.1	2013-04-16		
Background to the BAS Minimum Standars for Public Solar Observing Events				
Safe Working at Failand				Old Document prepared for construction of the 18" observatory