



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

Health and Safety Policy

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



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Part One

1. General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

The United Kingdom Association of Fire Investigators (UK-AFI) recognises and accepts its health and safety duties for providing a safe and healthy environment (as far as is reasonably practicable) for all its members and other visitors to premises under its control under the Health and Safety at Work Act 1974 other relevant legislation and common law duties of care.

Throughout this statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the UK-AFI to promote the health and safety of the committee members, volunteers, staff, the membership of the association and all visitors’ to premises under the control of the UK-AFI (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all persons on the premises under the control of the UK-AFI, such as training conferences.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to co-operate with the UK-AFI in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.

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- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the activities of the UK-AFI.
- Make suitable and sufficient assessment of the risks to the health and safety of members and of persons not in the employment or volunteers for the UK-AFI arising out of or in connection with the UK-AFI's activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other persons of any risks to which those people may be exposed as a consequence of actions of the UK-AFI.

This policy statement and/or the procedures for its implementation may be altered at any time by the UK-AFI Executive Board of Directors Committee (“the Committee”). The statement and the procedures are to be reviewed annually by the Health and Safety committee *or by other persons appointed by the Committee*. In the event of a serious issue being raised or identified, the UK-AFI will convene an extraordinary committee meeting to seek to address all issues of concern.

A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following Annual General Meeting of the UK-AFI.



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1.2 Statutory Duty of the UK-AFI

The UK-AFI will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its members and or visitors to premises under its control and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give members the information, instruction, training and supervision necessary to maintain their health and safety when attending premises under the control of UK-AFI, for example training conference venues.

In particular, the UK-AFI will:

- Assess the risks to health and safety of its members at premises under the control of the UK-AFI;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its members;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;

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- Ensure the provision of adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Ensure that appropriate safety signs are in place;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

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1.3 Statutory Duty of the UK-AFI Membership

Members also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the UK-AFI on health and safety;
- To use work items provided by the UK-AFI correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the UK-AFI.

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Part Two

2. Organisation of Health and Safety

2.1 Health and Safety Sub-committee

The Executive Board of Directors will appoint a Health and Safety Sub-committee:

- To have a broad overview of Health and Safety matters;
- To keep the UK-AFI's Health and Safety policy and procedures under review;
- To conduct safety tours of premises under its control;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that the UK-AFI's responsibilities for Health and Safety are fulfilled;
- To report to the Executive Board Directors on their performance of these responsibilities.

2.2 Safety Tours

The Health and Safety Committee shall carry out safety tours and inspections of the premises under its control and complete a risk assessment, which will be retained for future reference. All necessary actions as a result of the tour shall, where reasonable and practicable, be brought to the attention of the premises operator and implemented.

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2.3 Health and Safety Rules

All members must exercise ordinary care to avoid accidents in their UK-AFI activities and comply with the following general rules and with any further rules which the UK-AFI may publish from time to time.

2.3.1 Accident Forms and Book

Any injury suffered by a member or visitor in the course of UK-AFI activities or otherwise on premises in which UK-AFI have control, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the UK-AFI.

2.3.2 Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the UK-AFI in the event of fire.

2.3.3 Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the UK-AFI and any directions for the use of such must be followed precisely.

2.3.4 Maintenance

Defective equipment, furniture and structures identified within premises UK-AFI have control must be reported as such without delay.

2.3.5 Alcohol, Drugs and Tobacco

Smoking within premises in which UK-AFI have control and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no member may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)



Part Three

3. Arrangement and Procedures

The Health and Safety Officer, nominated by the Executive Board of Directors, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed at all events.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

Appropriately trained first aiders will be identified at the commencement of all events.

3.1.2 Accidents

- In the event of an injury or illness, call for a member of UK-AFI staff or if required ring for an ambulance directly. To call an ambulance – dial 999 and ask for “Ambulance”. In either situation the venue management must also be notified;
- All accidents must be reported to the nominated Health and Safety Officer or another member of staff immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from any of the UK-AFI board of directors. The procedures for “notifiable” accidents as shown in Appendix ‘A’ below must be followed;
- The UK-AFI Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the UK-AFI’s Executive Board of Directors to consider the actions necessary to prevent recurrence.



3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

All members must know the fire procedures, position of fire appliances and escape routes for the premises under the control of the UK-AFI

3.2.2 In the event of Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all members of the UK-AFI is to evacuate from the building by the nearest exit immediately the fire is discovered;
- All members must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building will be identified at the commencement of all events facilitated by the UK-AFI;
- No-one should leave the assembly point without the permission of a member of premises staff;
- If **any** fire occurs, **however minor**, the Fire Service must be called immediately by dialling 999 and asking for "Fire". The only exception to this is any fire resulting from any demonstrations made by, or under the control of the UK-AFI. In such event, this will be managed by a nominated representative of the UK-AFI;
- In the event of a fire being discovered or the activation of a fire alarm, all UK-AFI members, directors and associates will leave the premises by the nearest exit and make their way directly to the nearest nominated assembly point;
- When the Fire Service arrives, it will be the sole responsibility of the premises management to advise whether all persons are accounted for and location of fire.



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3.2.3 General

- All thoroughfares, exits and gates must be kept clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to any of the UK-AFI directors immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

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Part Four

4. Appendices

Appendix A: Accident Reporting

All accidents which occur during UK-AFI activities must be reported and recorded.

For accidents reportable to the Health & Safety Executive

If an accident results in incapacity for work for more than 3 calendar days, the UK-AFI Health and Safety officer will complete the HSE online form [F2508](#) with copies to the Chair of the Executive board of Directors.

If any accident results in a fatality, fracture, amputation or other specified injury (see section 4, below) then the HSE will immediately be notified:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055, **and** the President of the UK-AFI

Follow up within seven days with completed HSE online form [F2508](#) with copies to the Executive Board of Directors

Accidents to Members of the Public

For ALL Accidents complete Accident Form and give to any UK-AFI director.

For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see appendix B below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre,
Caerphilly Business Park, Caerphilly, CF83 3GG
And the president of the UK-AFI

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

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Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot;
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed;
- The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye;
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- Loss of consciousness resulting from lack of oxygen o Decompression sickness requiring medical treatment o Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material;
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

IF IN DOUBT REPORT IT

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Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park,
Caerphilly, CF83 3GG

HSE's Infoline Tel: 0845 345 0055 email: hse.infoline@natbrit.com

And the Executive Board of Directors

IF IN DOUBT REPORT IT

UK-AFI President: Leigh Richards

Signature:

Date of Issue: 01/12/2020

Review Date: 01/12/2021

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