

WTS London Health and Safety Policy Statement and Guidelines

Definitions:

WTS London: The London Chapter of the Women's Transportation Seminar, incorporated as WTS London.

Members: All paying members of WTS London, including sponsors and their representatives, in addition to any guest or invitee of members, sponsors or WTS London.

Policy Statement and Purpose:

WTS London will ensure that any risk to the health and safety of its members at events and activities hosted by WTS London will be adequately mitigated. By ensuring its members' individual needs are considered for all WTS London activities, accidents and injuries can be prevented. Promoting a safe working and social environment is an important way of looking after our members.

Guidelines:

Staff currently tasked to act on behalf of WTS London, are employed by Transport for London, whose policies on Health and Safety are well established and accord with HSE standards. According to UK regulation, WTS London does not have any responsibility as an employer to complete a risk assessment for health and safety, since we do not have 5 or more employees.

Despite this, WTS London believes it is obligated to ensure that members attending WTS London activities and events do so in the knowledge that it will be safe. WTS London will, accordingly, offer events and activities to members only after considering the location and its likely impact on health and safety. Considerations include:

- Accessibility;
- Safety and security;
- The presence of dust, chemicals and other dangerous particles;
- Noise;
- The use and placement of display screens, computers and audio-visual equipment;
- The level of sun exposure; and
- The need for manual handling of goods.

Equally, there is an expectation that our members will co-operate with supervisors and managers on health and safety matters, by avoiding interference with measures being used to safeguard health and safety, taking reasonable care of their own health and safety and reporting all health and safety concerns to appropriate personnel. These messages will be conveyed to members at the outset of each WTS London event or activity along with emergency exit procedures. In the event that members will be asked to carry out instructions, information will be provided so that their actions are safe and carried out with minimal risk.

WTS London will ensure that a WTS London Project Team member, each of whom is trained in First Aid, will be present at all WTS London events and activities.

This policy will be reviewed in response to innovations in technology and understanding, as well as incorporating changes in the Law or the situation of WTS London.