

Canterbury Botanical Society Health and Safety Policy

1. Purpose

Canterbury Botanical Society ("the Society") is committed to the health and safety of its members. This policy outlines the principles and responsibilities that guide our approach to health and safety across all Society activities.

2. Legal Context

The Society is a completely voluntary organisation that does not employ anyone. Therefore, we are not a Person Conducting a Business or Undertaking (PCBU) under the Health and Safety at Work Act 2015. Neither the Society, its committee, nor its activity leaders have legal duties or liability under the Act for member-led activities.

However, we are committed to acting reasonably and adopting good practices to support the safety and well-being of our members.

3. Committee Responsibilities

The Society committee is responsible for:

- Considering safety when planning the annual programme of activities.
- Ensuring activity leaders are aware of their roles and responsibilities.
- Making decisions to postpone or cancel activities when significant health and safety risks are identified.
- Communicating this policy to members and activity leaders.
- Reviewing this policy periodically and after any accident or incident recorded in our incident register.

4. Trip Leader Responsibilities

Trip leaders are expected to:

- Plan trips with reasonable regard for participant safety.
- Provide sufficient information to enable members to make informed decisions about their participation.
- Identify and communicate known hazards to participants.
- Deliver a safety briefing at the start of each activity.

5. Member Responsibilities

Members are expected to:

- Read and understand this policy and the accompanying Member Health and Safety Guide.
- Participate in activities at their own risk.
- Make informed decisions about their participation based on activity information provided.
- Come prepared with appropriate gear and personal medications.
- Follow reasonable instructions from activity leaders.
- Not attend activities if they are unwell or if they are not fit/able enough for the advertised field trip.

6. Communication of this Policy

- This policy will be available on the Society website and a link will be shared with current members in our monthly newsletter and emailed to new members upon joining.
 - Activity leaders will be provided with access to this policy.
 - Members will be reminded of this policy periodically.
 - Any significant amendments will be communicated to all members.
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