



City of Rochester Society Duty of Care Policy

1. Introduction

The City of Rochester Society is a UK registered charity, founded in 1967 with the mission of conserving the historic City of Rochester and improving its environment and quality of life for residents and visitors. The Society is committed to acting responsibly and ensuring the safety and well-being of its members, volunteers, committee members, and the public. This Duty of Care Policy outlines the Society's commitment to providing a safe, respectful, and inclusive environment for all those involved in its activities.

2. Purpose

The purpose of this policy is to:

- Ensure the Society meets its legal and ethical responsibilities to provide a duty of care to all individuals involved in its activities.
- Promote a safe, inclusive, and respectful environment for members, volunteers, and the public.
- Establish guidelines for managing risks and responding to incidents effectively.

3. Scope

This policy applies to:

- All members, volunteers, committee members, and representatives of the Society.
- All Society activities, events, meetings, and interactions with the public, whether in-person or online.

4. Responsibilities

- **Committee Members:** Responsible for ensuring that all Society activities are planned and conducted in accordance with health and safety guidelines, and that risks are identified and managed effectively. Committee members must also ensure that policies and procedures are up-to-date and communicated to all members.
- **Volunteers and Members:** Expected to follow the Society's policies and procedures, report any hazards or incidents, and act in a manner that promotes the safety and well-being of themselves and others.
- **Event Organisers:** Responsible for carrying out risk assessments for all events and ensuring that appropriate measures are in place to manage any identified risks. This includes providing adequate supervision, first aid facilities, and emergency procedures as needed.

5. Health and Safety

- The Society is committed to complying with all relevant health and safety legislation and guidelines. All Society activities must be conducted in a way that minimises risks and ensures the safety of participants and the public.





- A risk assessment must be carried out for all events and activities organised by the Society. Any hazards identified should be mitigated with appropriate measures, such as safety equipment, clear instructions, or the provision of first aid.
- Members and volunteers should be aware of emergency procedures and know who to contact in the event of an incident.

6. Safeguarding

- The Society has a duty to safeguard vulnerable individuals, including children, older people, and those with disabilities, who may be involved in its activities. The Society's committee will designate a safeguarding lead to oversee this responsibility and ensure that all volunteers and members are aware of safeguarding procedures.
- All volunteers working with vulnerable individuals must undergo appropriate safeguarding training and, where necessary, a Disclosure and Barring Service (DBS) check.
- Any concerns related to safeguarding should be reported immediately to the safeguarding lead or committee members for prompt action.

7. Inclusivity and Respect

- The Society is committed to providing an inclusive environment that respects the rights and dignity of all individuals, regardless of age, gender, race, disability, religion, sexual orientation, or any other characteristic.
- Discrimination, harassment, or bullying will not be tolerated, and any such behaviour will be addressed promptly in accordance with the Society's policies.
- The Society encourages open communication and feedback from members and the public to ensure that its activities and policies are accessible and inclusive.

8. Incident Reporting and Response

- All accidents, incidents, or near misses that occur during Society activities must be reported promptly to the executive committee. An accident report form should be completed, and the incident should be reviewed to prevent recurrence.
- In the event of an emergency, members and volunteers should prioritise their safety and the safety of others, following emergency procedures and contacting emergency services if necessary.
- The Society is committed to investigating incidents fairly and transparently and will take appropriate action to address any risks or issues identified.

9. Insurance

- The Society will maintain adequate public liability insurance to cover its activities and protect its members, volunteers, and the public. Members are encouraged to familiarise themselves with the extent of this coverage.
- Event organisers must ensure that insurance requirements are met before conducting any Society activity.





10. Review and Compliance

- This Duty of Care Policy will be reviewed annually to ensure it remains effective and compliant with current legislation and best practices.
- All members, volunteers, and committee members are required to read and comply with this policy. Training and information sessions will be provided to ensure that everyone is aware of their responsibilities and the procedures in place.

By participating in the City of Rochester Society, members, volunteers, and committee members agree to adhere to this Duty of Care Policy, ensuring a safe and welcoming environment for all as we work together to conserve and enhance the historic city of Rochester.

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