



Scottish Association of Young
Farmers Clubs

Health and Safety Policy

Policy Statement

Where reasonably practical, SAYFC will safeguard the health, safety and welfare of all affiliated SAYFC members when they may be affected by activities associated with the association. commits to managing the organisation in a way that protects the health and safety of all of its staff, members and volunteers.

Additionally, through internal and external education and training open to all within the organisation, SAYFC aims to create an environment in which individuals understand the critical importance of health and safety. To achieve this, the association is committed to implementing the following measures:

- communicating SAYFC's policies to all office bearers, staff members and volunteers where applicable in relation to their role within the organisation.
- By completion of Risk Assessments, do that is all within reasonable precautions and practical changes to ensure that the prevention of personal injury and damage to property is prevented from hazards and risks they may encounter, including any public who maybe in contact with SAYFC or properties associated with the organisation.
- To provide and maintain a safe and healthy working environment.
- To make available all necessary protective equipment for staff, office bearers, volunteers and members.

SAYFC believe that employees and volunteers at all levels should share the goal of promoting and advocating health and safety measures. Because of this, SAYFC wishes to remind all staff members and volunteers of their responsibility to assist in the implementation of this policy by:

- Working safely and efficiently.
- Reporting incidents that led or may lead to injury or damage via the accident reporting book, held within the national office, or with the event organiser or those delegated to run the event at national and regional levels.
- Assisting in the investigation of accidents and reviewing events and documentation following an incident to introduce further safety measures for the prevention of recurrence.
- offer regular training sessions to office bearers at club, district and regional levels to ensure the highest standards and continuity are maintained.
- ensure all those representing SAYFC are competent to fulfill the tasks required of them;

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All policies and procedures regarding health and safety will be provided to new employees and volunteers upon onboarding in a conscious effort to maintain a safe and healthy work environment as well as to raise awareness to the significance of these matters. It is the responsibility of the new staff members or to familiarise themselves with the entire contents of these policies and procedures.

The Association accepts no responsibility for any injury to competitors at any SAYFC event.

Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff or office bearer.

Overall and final responsibility for health and safety is that of Penny Montgomerie, SAYFC Chief Executive.

To ensure health and safety standards are maintained / improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the business' health and safety policy, standards and safe working procedures; and in compliance with statutory provisions:

Name:

Title:

Penny Montgomerie

Chief executive

Jenny Murtagh

Agri & Rural Affairs Partnership Manager

Emma Crawford

Membership Assistant

Paul Carruth

Digital Manager & International Travel Lead

Emily Simpson

National Competitions & Development Lead/ Events & Engagement Manager (West)

Fiona Swanson

Events & Engagement Manager (North/East)

Janelle Anderson

Regional Events Manager

National Office Bearers

Chair, Vice Chair

Regional Office Bearers

Chair, Vice Chair

District Office Bearers

Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer

Club Office Bearers

Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer

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The above individuals have legal duties under the Health and Safety at Work etc. Act 1974. They must:

- co-operate with the CEO/Health and Safety officer on health and safety matters;
- take reasonable care for their own health and safety and that of others who may be affected by their acts or oversights at work or events;
- co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by, or under, any of the relevant statutory provisions, to be performed or complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;
- complete accurate risk assessments for each event to ensure compliance with Public Liability Insurance

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Health & Safety Executive (HSE)/Local Authority.

Implementation Statement

In order to sustain SAYFC as an effective, economically viable, and secure organisation, it is SAYFC's firm intention to implement the appropriate regulations to regulate and oversee health and safety process and procedures. Thus, insofar as it is realistically feasible, SAYFC and all associated clubs will:

- Ensure that equipment and working practices are safe and offer no hazard and risk to health.
- Ensure that all necessary precautions are taken.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- Maintain all places of work and work equipment under its control in a safe condition, free from risk to health and safety.
- Provide adequate facilities for the welfare of employees.
- Safeguard the health and safety of visitors and of any members of the general public who could be affected by its activities.

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- Provide all necessary information relating to health and safety in respect of procedures and services and where necessary consult with employees or their representatives.
- Ensure that all employees are mindful of their health and safety responsibilities.



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