



## HEALTH AND SAFETY POLICY

The Place Youth Club is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, we are committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance is provided on the safe handling and use of substances
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.
- The Board/Management Committee is ultimately responsible for the Health and Safety policy and practice of The Place. Their role is to:
  - Ensure a policy is in place.
  - Monitor and review the policies annually.
  - Consider reports of accidents and incidents.
  - Consider training needs.
  - Ensure adequate resources are allocated for Health and Safety training.

## EMPLOYEES AND VOLUNTEERS

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with The Place with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g trip hazards or broken equipment) to the health and safety officer, Janette Douglas who then directly contacts vice chair, Colin Pettinger.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety.
- Report to Janette Douglas all accidents, whether injury was sustained or not, including any incidents of violence and aggression.

- Attend and participate in training as required.
- Be aware of the emergency equipment, exits etc.

## **ACCIDENT REPORTING**

It is the responsibility of the health and safety officer to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

All accidents of young people are recorded to management committee and to young people's parents.

All accidents will be investigated by the health and safety officer and a note of the investigation will be made on the relevant documents e.g an accident form.

Corrective action is taken to prevent a reoccurrence.

Report forms and full details of reportable accidents and incidents are kept and maintained.

## **RISK ASSESSMENT**

All The Place activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers and kept by Health and Safety Officer and regularly reviewed and updated.

- Whilst every risk assessment is different, it is likely that they will cover the need for:
- Consent and Information forms for young people
- Information and emergency contact details for workers
- Continuous implementation of The Place Child Protection Policy and Procedures
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the club
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities