

### **3 - Health and Safety Policy - Holmer Green Youth Club**

Holmer Green Youth Club recognises its requirements under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of all employees, that it does not expose people who are not employees to risks to their health and safety. The organisation further recognises that there is a common law duty of care on all.

Holmer Green Youth Club attaches great importance to the health, safety and welfare of our staff, volunteers and young people and all who use facilities provided by us. To this end we aim to ensure that all activities carried out or undertaken by our staff and volunteers are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities whilst providing an environment that is supportive of our activities.

We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities.

We will achieve this by:

- Ensuring that anyone who may be affected by our activities is not exposed to undue health and safety risks.
- Carrying out suitable assessments of the health and safety risks to which staff, volunteers and those participating in our activities may be exposed and minimise those risks as far as is reasonably practicable.
- Establishing clear organisational and procedural arrangements to effectively carry out our duties.
- Providing a safe working environment for staff and volunteers including a fire risk assessment.
- Providing equipment that is maintained in a safe condition at all times.
- Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness and ensure that fire drills and tests of fire points/detectors/emergency lighting are undertaken regularly.
- Ensuring the safe storage, handling and labelling of any hazardous materials.
- Providing relevant information, advice, training, instruction and supervision.
- Consulting with staff and volunteers on health and safety matters.
- Implementing appropriate procedures for the effective monitoring and review of this policy, our organisational arrangements and our health and safety procedures.
- Encouraging a positive attitude to health and safety and ensuring that all staff and volunteers, by example, promote safe practice.

# **Organisational Responsibilities for the Management of Health and Safety**

## **Introduction**

Holmer Green Youth Club will endeavour to achieve the highest standards of health and safety as are reasonably practicable and ensure that all staff and volunteers carry out their activities in a safe and healthy manner. Holmer Green Youth Club is committed to continuous improvement of health and safety in the following ways:

- Conducting risk assessments and implementing change to mitigate or eliminate risks
- Creating safe and inclusive environments
- Applying the principle of prevention
- Compliance with other policies as and when requested
- Ensuring when agreeing contracts that health and safety considerations are noted and applied

However, whilst it is a management responsibility to ensure that appropriate health and safety management systems, policies and procedures are established and implemented, this cannot be achieved without the full co-operation and support of our staff. We expect all staff and volunteers to take an active part in ensuring that they work safely and do not put others at risk.

In order to demonstrate our commitment and to comply with health and safety regulations and best practice, we will ensure that each member of staff receives a copy of our Health and Safety Policy on employment and signs to show that they have read and understood the policy. The Health and Safety Policy will be reviewed annually and updates will be provided as and when necessary.

Our Policy may be provided to enforcing agencies and outside organisations on request and as approved by the Chair.

All staff and volunteers will be briefed on health and safety issues on induction and at regular intervals thereafter, when exposed to new risks or if new equipment or work practices are introduced. Appropriate training and instruction will be provided.

We will ensure that staff and volunteers are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We will also consult staff and volunteers on matters affecting their health and safety.

The following sections outline responsibilities for health and safety matters within our current structure and provide information on the roles of staff with specific safety duties.

## **The Trustees**

The Trustees carry the ultimate responsibility for health and safety and will ensure that our Health and Safety Policy and procedures are properly discharged. The Trustees will therefore:

- Regularly review health and safety performance.
- Ensure that the Health and Safety Policy reflects current organisational priorities, company circumstances and management structures.
- Ensure that an effective Health and Safety Management System is in place that provides for effective monitoring and reporting of health and safety performance.
- Receive information on any significant safety failures and the outcomes of any investigations.
- Ensure that periodic audits are undertaken.

## **Chair**

On behalf of the Trustees, the Chair will be responsible for ensuring that:

- All elements of the Health and Safety Management System are implemented.
- The Safeguarding Policy is managed.
- The Fire Plan is implemented.
- Health and safety induction and training needs are met.
- Health and safety reviews and audits are carried out.
- The implications of changes in legislation and/or guidance are identified.
- Progress reports on health and safety matters are reported to the Trustees.

The Chair will work closely with staff and volunteers on all aspects of health, safety, hygiene and welfare.

## **Youth Worker**

Will co-ordinate day-to-day health and safety activities and is responsible for:

- Ensuring that the Safeguarding Policy is adhered to.
- Implementing the health and safety policy and procedures.
- Developing generic risk and COSHH assessments.
- Ensuring that dynamic risk assessments and safe systems of work for each project are implemented.
- Administering the accident reporting and investigation procedure including ensuring that incidents/accidents are reported and that accident investigations are carried out.
- Ensuring that staff and volunteers are adequately trained for the tasks they perform.
- Identifying and reporting safety related problems.
- Ensuring that health and safety and fire inspections are carried out.
- Ensuring that appropriate maintenance is carried out.
- Setting a good example on health and safety issues.

- Supporting the work of the Chief Executive/Chairman in health and safety matters.

## **Volunteers**

Volunteers are led by staff and they will confirm specific risk assessments for the work being undertaken and any hazards that may be encountered.

## **Visitors**

All visitors must report to the Youth Worker on arrival where they will be briefed on our Visitor Procedures.

**Holmer Green Youth Club** meets insurance requirements and has:

- Public liability
- Employer's liability

**This policy was adopted at the Trustees/Management Committee Meeting on:**

.....  
**(date)**

**Signed on behalf of the Trustees/Management Committee:**

.....  
**(signed)**

**This policy will be reviewed annually by the Management Committee**

I have read and accept with this policy (staff)