

Health and Safety Policy

Document Details

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Keeping Young People Safe from Harm, Abuse and Neglect

Health and Safety Policy

General statement

It is our policy to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees & members on matters affecting their health and safety;
- Provide information, instruction, training and supervision for employees;

Provide adequate training information, advice & supervision for members when undertaking activities

- Ensure all employees are competent to do their tasks
- Prevent accidents to staff & members and minimise cases of work-related ill health;
- Maintain safe and healthy working and activity based conditions; and
- Review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Management Committee, with day to day responsibility delegated to the Project Leader. All employees are required to:

- Co-operate with their supervisor/manager on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Follow any system of work implemented to protect their health and safety and generally take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

To undertake weekly checks of their own delegated areas of responsibility, reporting any potential areas of concern, so that action can be taken

Risk assessment

Project Leaders has been nominated as the person who will oversee the carrying out risk assessments in our workplace. We will adopt a pro-active approach by conducting a systematic and up-to-date risk assessment of all areas of our organisation (which will be reviewed six-monthly) These risk assessments will establish what needs to happen in each area. The assessment will cover all foreseeable hazards.

Risk Assessment is a practical exercise that will lead to the implementation of necessary improvements in the design of our workplace and the way in which we organise work and centre activities. Risk assessments are also essential for off-site sporting activities, trips etc.

We will review our health and safety policy annually to ensure that it remains relevant to the needs of our staff, members, organisation and legislative requirements. We recognise that Improving health and safety standards is an on going process.

Consultation

As part of our risk management process we are committed to consulting and involving all employees and members. Staff involvement in this process is seen as essential. An important part of our policy is the commitment to provide staff with appropriate health and safety, fire & first aid training so that they can fulfil competently their health & safety responsibilities - including participating in the risk assessment process.

Monitoring and inspection

Constant scrutiny contributes to the development of a healthy and safe workplace. We will undertake regular Inspections and checks to monitor health and safety performance. Staff & member involvement and participation in this ongoing exercise is seen as very important.

Training and information

Project leader has been nominated as the person who will oversee the delivery of health and safety training in our workplace. A key element to achieving safe work practices is knowledge and information. All staff, including temporary workers, will receive health and safety training. This training will include induction training for new staff by the Youth Worker, as well as on-going health and safety training for staff on more specific issues associated with their work. Health and safety training will cover all the foreseeable hazards to which employees are exposed and safety measures you must take to protect your health and safety.

If you are required to undertake a task for which you feel you are not competent and where your health or safety might be put at undue risk you are required to report this immediately to either the Project Manager, or Senior Youth Worker, so that appropriate remedial steps can be taken.

Accident Reporting & First Aid

The reporting of accidents and dangerous occurrences is a statutory requirement. Certain accidents and ill health that result in a workers being absent for seven or more consecutive days must also be reported to enforcing authorities on standard forms like this. In addition to obvious injury, this reporting covers absence due to ill health from recognised diseases. These will be reported within 15 days of the incident. We will still keep a record of the accident if the worker has been incapacitated for more than 3 consecutive days, but less than seven. We will also continue to report any incidents arising with young people where they attend hospital as a result of an on-sight incident.

All staff are required to report any work related ill health absence or dangerous occurrence. In the event of an accident there will be a formal investigation. This is not to apportion blame but to establish root causes so that we can prevent future accidents.

All staff and volunteers will be offered First Aid Training as available. At least one worker will carry a first aid kit. If an accident arises during the activity it is the responsibility of a youth worker to ensure that the Accident Book sheet is completed kept in file. It is the responsibility of the Project Leader to follow up on the above and complying with RIDDOR. For minor bumps/scrapes these should be recorded only in the Incident Book

Fire & Evacuation Procedures

It is the responsibility of the Building Custodian to ensure that regular fire drills are completed and details logged in the file

Escape routes should be checked by the workers to ensure these remain clear

The Building Custodian is responsible for ensuring regular servicing of fire extinguishers, although workers will try and make a visual check of emergency lighting and fire alarm points

Public Information

The Employer's Liability Certificate is available on request.

Policy Revision History

Version No	Reason for Modifications	Date
1.0	Initial Policy	