

HEALTH AND SAFETY POLICY

Tamezin Club

Introduction

Management of health and safety issues is an integral part of the Tamezin Club and is given the highest priority. Compliance with health and safety legislation is regarded as the minimum standard to be adhered to: our aim is to minimise the number of accidents to the lowest level practicable.

We accept our responsibility for providing a clean and safe environment in which all our club leaders and volunteers can work and attend activities of the Tamezin Club. It is our duty to take whatever reasonable measures are necessary for accident and fire prevention and to protect the health, safety and welfare of our club leaders, volunteers, beneficiaries, contractors and visitors to our premises.

We can only make our safety policy work with the full co-operation and understanding of all our club leaders, volunteers and beneficiaries. We all need to ensure we carry out our work in a safe manner. All employees and workers have responsibilities under the Health and Safety at Work etc Act 1974 and should report any potential risk (such as faulty equipment or process) to the appropriate club leader, and follow all health and safety instructions that may affect them, their fellow club members, or any visitors. Any neglect of health and safety requirements will be regarded as a serious matter.

We will endeavour to ensure that all equipment is safe, and will provide personal protective equipment if necessary. So far as is reasonably practicable we will also ensure that our people are given whatever training is necessary to understand the equipment they work with and to be aware of any potential risks to them. Information will be provided to club leaders about particular hazards or dangerous substances related to their activities. Where necessary safety notices throughout the club areas will be clear and prominent.

This policy is non-contractual. The guidelines required to meet our objectives and for the implementation of this policy are detailed within our Health and Safety Manual which will be kept in the club leaders room.

All matters affecting health, safety and welfare are kept under constant review. This policy will be reviewed at least annually, and also when necessary in the light of experience, changes in legislation, or as the club grows or changes.

Organisation and responsibilities

Director of Tamezin Club

The Director of Tamezin Club is ultimately responsible for ensuring:

- the effectiveness of our overall accident prevention and safety training programme
- that the proper operating practices and procedures to prevent injury are adhered to and encouraged
- that all the SENIOR TEAM are aware of their roles and responsibilities in all health and safety matters

- that adequate resources are allocated to meet the requirements of this policy as regards instruction, information, supervision and/or training

Senior Management Team

The Senior Management Team are responsible for:

- providing leadership and promoting a responsible attitude towards health and safety amongst those they manage or supervise

Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for:

- monitoring and auditing our health and safety procedures and activity practices to ensure they are upheld and that we continually strive to improve in health and safety
- promoting awareness of health and safety issues throughout the club and ensuring that all club leaders are aware of our policy and rules and that they contribute to improving health and safety within our workplace
- the maintenance of safety records, investigation of accidents, provision of accident statistics, and keeping a watching brief on safety legislation. Full investigation of accidents will be carried out by this person with a view to the prevention of future occurrences. This person is also the person responsible for ensuring that notifiable occurrences and accidents are reported under RIDDOR.
- conducting, maintaining and updating our risk assessments, reviewing our activity practices and assessing any risks to the health and safety of our leaders, volunteers, beneficiaries (or of visitors to our premises) arising out of the performance of their duties; ensuring that the introduction of any new equipment is properly considered by consultation with club leaders and establishing sufficient preventative measures to address any identified risks. Risk assessments are carried out regularly or whenever there is a significant change to working practices.
- ensuring our obligations in respect of our COSHH assessment, control and monitoring of hazardous substances are met
- ensuring that our Fire Risk Assessment is complete and up to date, that fire fighting equipment is inspected and serviced at least annually and records are kept and employees trained to use these properly, that fire drills and inspections take place on a regular basis, that any remedial action is taken to ensure quick and safe evacuation, and that the appropriate number of fire wardens are "in post" and fully trained
- ensuring that separate risk assessments are done for pregnant workers and any young people who volunteer with us
- ensuring that our obligations in respect of assessment, control and monitoring of the club, club equipment, manual handling operations, personal protective equipment and display screen equipment are met ensuring we have an appropriately trained first aid person and that the first aid box is checked on a regular basis and restocked where necessary
- ensuring that prompt action is taken regarding any reported damaged or defective equipment
- prompting the regular review and monitoring of this policy

Club Leaders

All Club Leaders will:

- ensure that each new volunteer is given induction training which includes the precautions and procedures appropriate to her specific role and that all new leaders and volunteers are informed that our health and safety policy is available on request, and told of the procedures for reporting accidents; made familiar with the routine in case of fire or other emergency that might require evacuation of the premises; shown the location of the first aid box, fire exits and fire fighting equipment; and are introduced to the first aid person, fire wardens and the Health and Safety Co-ordinator.
- ensure that volunteers and leaders reporting to them are only allocated tasks which they are able to carry out in a safe manner, and for which they have been given the appropriate information, instruction, and/or training
- ensure that staff reporting to them follow our safety rules and procedures and that a good level of housekeeping is maintained
- ensure that staff reporting to them are provided with any necessary protective clothing and that this is worn as instructed
- take appropriate action with regard to all reported defects and complaints relating to health and safety
- ensure all accidents that occur in the workplace are recorded, using the appropriate form and that copies are completed immediately and returned to the Health and Safety Co-ordinator
- ensure that the proper operating practices and procedures to prevent injury are adhered to and encouraged, and also that they themselves set a good example in safe behaviour
- keep up to date with health and safety matters applicable to our operation
- are aware of any special health and safety needs due to the young age of any beneficiaries

All employees and workers

All employees and workers have a responsibility to do everything they can to prevent injury to themselves, their fellow workers and others affected by their actions or omissions at work. They are required to:

Authority to stop work

All Club Leaders have the authority to stop dangerous or illegal practices

Consultation

Effective safety performance will only be achieved by enthusiasm and interest at all levels within the business. We will consult with club leaders and volunteers on an individual basis by informing them of any changes to activities, amendments to our safety procedures or changes in legislation. In addition, all volunteers are encouraged to raise any issues regarding health and safety with the Health and Safety Co-coordinator

Safety information

The Health and Safety at Work poster is displayed in the club room.

All accidents should be recorded in the Accident Book which is kept in the kitchen.

Copies of our risk assessments and COSHH assessment are kept by the Health and safety Co-ordinator and will be communicated to people as appropriate to their jobs.

The fire regulations and evacuation procedures are displayed at the emergency exits. All club leaders and volunteers are instructed to read these carefully, and to know what to do in the event of a fire.

The first aid box is kept in the kitchen. People are requested to inform the Health and Safety Co-ordinator if any replacement items are needed. The names of our first aiders are listed in the club Health and Safety documents. Our first aiders are appropriately trained and should be contacted in the event that anyone on the premises requires first aid treatment.

Hazard reporting

All club leaders must report any potential hazard or unsafe working practice to the Health and Safety Co-ordinator. If the hazard or unsafe working practice presents an immediate danger, it should be reported to the most senior person present at the time. This person has the authority to take immediate action to alleviate the danger, including the stopping of any activity until further action is taken. Any damaged or defective equipment should be reported to any club leader immediately.

Smoking

All our premises are designated no-smoking areas and this must be observed at all times.

Manual handling

All reasonable effort is made to limit the need for manual handling within the business. However, where this is necessary, those affected will be provided with the necessary information and training on safe handling.

Security

All reasonable efforts are made to provide secure premises. Access to any potentially hazardous areas is limited to authorised persons.

Implementation, monitoring and review of this policy

This policy will take effect from December 12th 2008. The Health and Safety Co-ordinator has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our activity practices.

Date: September 2019

Review: August 2019