

Youth Club Management Committee Health & Safety Policy

The Management Committee of Chalgrove Youth Club is committed to providing activities in a safe environment without risk as far as is reasonably practicable.

The overall responsibility for the implementation of this policy rests with the Management Committee. Day to day responsibility for ensuring this policy is put into practice is delegated to the Youth Workers.

All leaders will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

The Management Committee will:

- Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly
- Provide equipment that is maintained in a safe condition at all times and provide instruction in its safe use
- Ensure that assessments are carried out in accordance with the Risk Assessment Policy
- Make sure that fire drills are undertaken on a regular basis
- Establish and display prominently on the premises emergency procedures to be taken in the event of fire, incidents, accidents and illness
- Maintain necessary health and safety records including an Accident Book
- Make sure that a First Aid box is regularly checked and its location known to all leaders
- Ensure that a qualified first aider is present at all club meetings and those present know who it is
- Make Emergency Aid Training available to all leaders
- Ensure the safe storage, handling and labelling of any hazardous materials
- Provide relevant information and encourage leaders to undertake training relating to Health and Safety matters
- Investigate accidents promptly

Your own club's procedures and details need to be included as follows:

- Emergency procedures for fire, incidents, accidents, illness
- List of first aiders
- Up to date useful telephone numbers to hand

Health and Safety Checklist

For use with new volunteer leaders and induction on Health and Safety.

Action	Date Completed
Knows emergency procedures	
Has read and understands Health and Safety policy	
Knows first aid procedures	
Knows security arrangements	
Understands reporting of accidents and incidents procedure	
Understands and follows risk assessment	
Knows fire drill arrangements	
Is aware of personal health and safety requirements towards self and others	
Has shown competence and awareness of health and safety when working with young people	
Any training needs have been addressed	

Signed (Club Leader)

Signed (Volunteer)

Date