



## Health & Safety Policy

Choose2 Youth takes its health & safety responsibilities very seriously and will do everything reasonable to ensure staff, volunteers & members are safe at all times. We will make certain that the premises on which we meet, and all our activities, are fully compliant with Health and Safety regulations, First Aid requirements and Fire regulations.

- All sessions should have a First Aider in attendance at all times. The First Aider should undergo a one-day training course in First Aid and renew this every 3 years.
- We will ensure that the building is compliant with recent fire regulations.

### Health and Safety Regulations

The following list of regulations is for employers. Choose2 Youth employing paid staff or volunteers will adhere to them. They are also good guidelines for safe practice.

#### Duties for employers

- Provide and maintain a safe means of access and a safe working environment and safe systems of work.
- Ensure non-employees, such as volunteers, visitors, and clients, are not endangered by work activities and environment.
- Produce a safety policy (if the organisation has five or more employees) which is available to all employees and states the employer's intention to provide a safe and healthy working environment.
- Define health and safety responsibilities and safe working methods throughout the organisation.
- Name and state the duties of the person responsible for the health and safety policy.
- Ensure that anyone working in a potentially hazardous job is aware of the risks and necessary control measures.
- Inform employees of their role in maintaining a safe working environment.
- Provide adequate health and safety instruction and training for employees.
- Consult with employees on health and safety matters.
- Undertake a risk assessment to establish whether any potential work hazards exist, and if they do:
  - Assess their extent.
  - Determine whom they affect.
  - Measure the effectiveness of existing control measures.
  - If necessary, implement additional control measures.
  - Record the significant findings of the risk assessment.
  - Set out in a health and safety scheme the measures to be taken to reduce or remove the risks identified.
- Provide suitable health and safety information and training for their workers (including temporary staff and volunteers).

# Choose 2 Youth

- Where premises are shared, consider co-operating and co-ordinating with the other organisation in the management of health and safety.
- Set up emergency procedures so premises can be safely evacuated in case of sudden danger and nominate competent persons to implement such procedures.
- Assess the risks to new or expectant mothers by removing the risks or adjusting the pregnant worker's hours or place of work, or grant her Special Leave from work on full pay until the risks no longer threaten her or her child's health and safety.
- Make arrangements for the effective planning, organisation, control, monitoring and review of the control measures identified in the risk assessments. (In organisations of more than five employees, these must be recorded.)
- Take into account an employee's capabilities when assigning tasks.
- **Requirements on Employees/Volunteers**
- The following list outlines the duties of employees and volunteers in order to ensure good practice for Health & Safety issues. Employees/volunteers have a duty to:
  - Take reasonable care of their own and other people's health and safety at work.
  - Co-operate with their employer in complying with the statutory provisions (note: non co-operation should be a disciplinary offence under the employer's disciplinary procedure).
  - Use machinery and substances only in accordance with their training.
  - Inform their employer of any potential risk or dangerous situation.
  - Inform their employer if they require training to meet health and safety provisions.
  - Inform their employer of any shortcomings in health and safety arrangements.