



Health & Safety Policy



updated June 2019

Kennington Youth Club is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our adults, young people, and visitors, and 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, and the Chair, Jennifer Forder, is Health and Safety Representative. Day to day responsibility for ensuring this policy is put into practice, notably at club times, is delegated to Roy Peach, Youth Club Leader. All adults 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.

Kennington Youth Club 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. This includes regular tests of fire extinguishers by our external provider, obtaining suitable records from the person responsible.
- Provide adequate control of the health and safety risks arising from our activities through a risk assessment process.
- Make sure that fire drills are undertaken on a regular basis and everyone knows where the emergency exits are, and that they are adequately sign posted. See *Fire Evacuation Procedures*.
- 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, storage of which is in line with Kennington Youth Club's General Data Protection Regulations (GDPR) Policy.
- Make sure that a First Aid box is regularly checked and its location known to all leaders.
- Ensure that a minimum of two qualified first aiders are present at all club meetings and those present know who they are.
- Make Level 2 First 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.
- Carry out regular safety checks of the building and outdoor/play areas.

Kennington Youth Club Management Committee

The Management Committee is ultimately responsible for the Health and Safety policy and practice of the youth club. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents and ensure that these comply with their General Data Protection Regulation (GDPR) Policy.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.



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Staff and Helpers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Kennington Youth Club with respect to health and safety matters. Workers including any and all helpers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to the Youth Leader or committee either verbally or via kycwellbeing@gmail.com.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights).
- Not bring into Kennington Youth Club, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to the Youth Leader or the committee all accidents, whether injury was sustained or not, including any incidents of violence and aggression, ensuring the report is in line with Kennington Youth Club's General Data Protection Regulation (GDPR) Policy.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident Reporting

It is the responsibility of the Management Committee to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept in the office with the Accident Book being held securely, of which access is only possible by the Chairman or the Youth Leader. This is in line with our General Data Protection Regulation (GDPR) Policy.
- All accidents will be investigated by Roy Peach, Youth Leader, in consultation with at least one officer from the Management Committee, and a note of the investigation will be made on the relevant Accident Form in line with our General Data Protection Regulation (GDPR) Policy.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained in line with our General Data Protection Regulation (GDPR) Policy.

Procedures and Guidelines

Whilst the Kennington Youth Club Management Committee has overall responsibility for Health and Safety, the Youth Leader is responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Regularly notifying the committee of first aid and fire safety issues.
- Ensuring sufficient first aid and fire safety cover is present at sessions.
- Carrying out necessary Risk Assessments with colleagues.



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- Reporting any Health and Safety issues or incidents to the Management Committee in an appropriate manner in line with our General Data Protection Regulation (GDPR) Policy.
- Ensuring that Health and Safety information is included in new worker's inductions.

First Aid

- The Lead First Aid Officer is Roy Peach, Youth Leader.
- The First Aid kit will be regularly checked and restocked by the Youth Leader or his designate.
- There are three First Aid kits on site; one specifically for club is held in the office and one for general use is in the kitchen. A travel kit is available for external events. This is held securely in the office so as not to be used during regular club sessions.
- The Accident Book is held in a secure cabinet only accessible by the Committee Chair and the Youth Leader and Accident Forms are available from the office by all adults.

Fire Safety

- The Management Committee will ensure that all workers receive information about Fire regulations and Fire drills are held regularly.
- Fire Alarms and Fire Extinguishers are fitted throughout the Club premises.
- Fire Drills will be held a minimum of three times a year.
- The Fire Exits are located at the front of the building (main doors), single door in the main hall, and double doors in the back room.
- The Emergency assembly point is outside the Health Centre on the opposite side of the car park.

Risk Assessments

All of Kennington Youth Club's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people, and the public. All risk assessments are carried out by a minimum of two adults from the Management Committee and held in the Youth Club office as well as displayed in the kitchen for the attention of hirers, and regularly reviewed and updated.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Consent and Information forms for young people.
- Information and emergency contact details for workers.
- Continuous implementation of the Youth Club's Child Protection and Safeguarding Policy.
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the club.
- Appropriate insurance for all activities.
- Adequate worker ratios, training and supervision for all activities.



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Signed on behalf of the Management Committee:

Name..... Chairperson

Signature.....

Date.....

Name..... Youth Leader

Signature.....

Date.....

(This policy will be reviewed annually)

Document version history		Author: Roy Peach, Youth Leader	
Version	Date	Amendments	By whom
3	03/05/2019	Use of 'staff' amended to appropriate phrase where necessary to encompass all adults. Inclusion of named Health and Safety Representative/clarification around roles. First Aid restocking information clarified and number of First Aid kits updated.	Roy Peach, Youth Leader Helen Horseman, Trustee Helen Horseman, Trustee