

HEALTH AND SAFETY GUIDELINES AND PROCEDURES FOR **PURBECK YOUTH & COMMUNITY FOUNDATION**

Aim of Guidelines and Procedures

Purbeck Youth & Community Foundation is committed to providing challenging and enjoyable activities and encouraging members to take part in them, as well as providing appropriate safety and protection whilst in the care of the club.

Procedures to be followed

- Issue a copy of the written health and safety instructions to all staff, helpers/volunteers and display a copy at all premises used by the club for all members and visitors
- Make sure all members know their responsibility for everyone's safety (see below)
- If your club hires a venue for sessions, your club would just need to check the risk assessments and policies in place by the hirer. For example, the hirer would have responsibility for the fire procedures, the electrical safety, the health and safety contact, emergency procedures and so on. It would then be a matter of co-operating with the hirer and finding any gaps that your club may need to fill
- Provide regular training and retraining for anyone responsible for health and safety and any first aiders and induction training for all staff, helpers/volunteers and members. (See the Induction, Training and Development Policy for Paid Staff and Recruitment, Management and Development for Helpers/Volunteers documents for further information)
- Ensure relevant signage and emergency instructions are displayed and maintained on all premises. Check the [Health and Safety Authority website](#) for examples of the signs your club needs

- Decide who is going to have day-to-day responsibility for health and safety, make sure they know what those responsibilities are and that they are fully trained to take them on
- Take out and maintain adequate insurance to cover all possible liabilities (see our documents on Insurance for further information)
- Maintain an Accident Book and First Aid Box (see our Accidents and Emergency Policy and Medical and First Aid Policy documents for further information)
- Ensure there is regular inspection of electrical equipment, maintain a record of inspection dates and, where appropriate, arrange for withdrawal/repair/replacement of items assessed as unsuitable for use (see our Electrical Safety Policy for further information)
- Carry out appropriate risk assessments and carry out any action to minimise risk (see below)
- Establish emergency action plans (see our Accidents and Emergency Policy and Fire Safety Policy documents for further information)
- Make sure people who use hazardous materials (e.g. cleaning products) can handle and use them safely and that everyone handling food has a good awareness of food hygiene (see our Food Hygiene Policy for further details).

Health and Safety for Staff, Volunteers and Visitors

When you are working with PY&CF you have a duty to:

- Keep up to date with all club policies and procedures related to Health and Safety and First Aid, and take part in all necessary training
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
- Undertake required risk assessments and create a safe environment by putting resulting health and safety measures in place

- Check that all members are aware of, understand and follow the club's health and safety policy
- Ensure that you know the normal operating procedures and emergency operating procedures (see our documents on Accident and Emergency Policy for further details)
- Know how to access First Aid at all times (see our documents on Medical and First Aid Policy for further information).

Health and Safety for Members

As a member of **PY&CF** you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
- Co-operate with the club on health and safety at all times
- Correctly use all equipment provided by the club
- Not interfere with, or misuse, anything provided for your health, safety or welfare
- Know what to do and who go to if an accident happens.

Useful Contact Details for PY&CF

(Add the up-to-date telephone numbers into the table below).

	Insert Name and Contact Numbers
In Emergency	Dial 999
Club Leader/Manager	Joyce Spiller 01929552934
First Aider	varies
Local police – non-urgent	111
Local Accident and Emergency Department – non-urgent	01292 665511
Person with day-to-day responsibility for making sure procedures are followed	Mark Lapper

N.B. Our guidelines provide a brief introduction, a description of the key issues to adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.

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