

Health and Safety Policy

Introduction

The Blues Busters is a voluntary organisation based in Chichester West Sussex providing a youth club for young people aged between 16-25, aimed at young people with social difficulties. As a youth group, we aim to provide and maintain a good and healthy environment for volunteers, staff and young people can work together and provide safe, happy and fun group.

Statement of intent

The Blues Busters acknowledges the responsibility to provide a safe environment for the young people we help and support along with our staff and volunteers who assist in running the club, as well as any visitors on the premises. We are obliged to follow regulations involving health and safety and ensure that we comply with framework within the health and safety at work act 1974.

Legislation

- Health and safety at work act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Fire safety regulations 2000

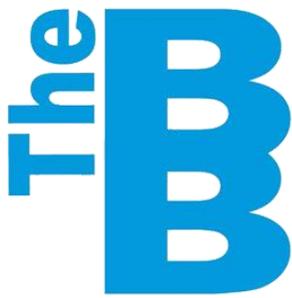
Responsibilities of Staff, volunteers and young people

Everyone who works within The Blues Busters have a responsibility of health and safety, whether they are a member of staff, volunteer or young person, or even a visitor and it is vital that all staff, volunteers, visitors and young people are aware of the health and safety procedures, which also include fire safety procedures, first aid, responding to an accident etc.

Reporting and Responding to an accident

It is the responsibility of the Youth leader in charge of the session 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 Youth club bag and the Accident Book is kept in same location



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- All accidents will be investigated by The Blues Busters and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

First Aid

- The First Aid Officer is Benjamin Checkley
- The First Aid kit will be regularly checked and restocked by the First Aider
- The First Aid box is kept in Kitchen
- The Accident Book is (in a confidential secure place) and Accident Forms are available from the kitchen.

Fire Safety

In an event of a fire the person responsible is: Benjamin Checkley alternatively the youth leader in charge of the session

Evacuation should commence immediately after hearing the fire alarm.

The evacuation meeting point in an event of a fire is:

Graylingwell Marketing Lodge where the young people should be kept at a safe distance and the fire brigade should be called as soon as possible.

For the safety of the staff, volunteers and young people:

- **Nobody should re-enter the building which is a light.**
- **The staff should not attempt to extinguish the fire unless they have specific training in fire safety and management**
- **The responsibility falls under the youth leader in charge to call the fire service**

Remember:

Don't panic, if you are calm, everyone else will stay calm!

Be as precise as possible when giving out information required by the emergency services

The member of staff responsible for calling the fire brigade is the session youth leader or youth project manager present at the session.



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If burns are sustained, carry out appropriate first aid treatment as necessary, carry out the primary/secondary survey assessing the danger to you and the casualty, the casualty Airways, and Breathing to determine whether their respiratory system is working as it should, note down any medical information as needed which may be required by the ambulance

only if the burn is life threatening and deemed necessary Dial 999 or 112 and ask for the ambulance service.

Risk Assessment

All the Blues Busters 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 workers (including worker supervising activity) and kept by Benjamin Checkley and regularly reviewed and updated. The risk assessment template can be found in Appendix 1.

- 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 Blues Busters Child Protection Policy and Procedures
- 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 involving young people.

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Written By: Benjamin Checkley