

Respect Project

HEALTH AND SAFETY POLICY

The Respect Project is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, the Respect Project is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

The Respect Project Management Committee

The Management Committee is ultimately responsible for the Health and Safety policy and practice of the Respect Project. 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.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Employees and volunteers

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 the Respect Project with regard to health and safety matters.

Leaders / volunteers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their Leader in Charge.
- 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)
- Report to the leader in charge all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- 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 Respect Project Child Welfare Officer to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all leaders / 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 Project file in office of youth centre and the Accident Book is kept in the same location
- All accidents will be investigated by Child Welfare Officer 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.

Procedures and Guidelines

Whilst the Respect Project Management Committee has overall responsibility for Health and Safety, the Child Welfare Officer is responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

First Aid

- The First Aid kit will be regularly checked and restocked by the First Aider
- The First Aid box is kept in youth centre office
- The Accident Book is (in a confidential secure place) and Accident Forms are available from youth centre office

Risk Assessment

All Respect Project 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 (Child Welfare Officer) 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 Respect Project's 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