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| Health and Safety Policy - Statement Version 4  Shoutout believes that ensuring the health and safety of members, workers/volunteers and visitors is essential. It operates under the board of trustees and this policy identifies mutual responsibilities. |
| **Trustees of Shoutout Responsibilities** |
| The trustees committee accepts responsibility for   * Insurance and maintenance of the equipment and ensuring premises are found and left in good working order * Annual inspection and logging of electrical equipment (copies of documents for any premises frequented) * Safe storage of data and records. * Adequate Health & Safety standards are in place. * Ensuring Qualified and First Aid Personnel within organisation * Provision and maintenance and regular checking of first aid box * Checking first aid box by a competent person at monthly intervals * Safe and suitable storage of all portable equipment and items left at regular meet places. * Storage of cleaning materials and chemicals in line with COSH guidelines * Regulated use of remote platforms-Facebook, Zoom, and other recognised media channels   Signed by Chair of trustees Kim A Coe. Ratified on 7-1-22 |
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| **General / Hall based activities**   * Fire alarm drills to be on a three monthly basis and recorded on session forms. * Careful selection and training of volunteers, including Disclosure and Baring Service checks. * Workers/volunteers are made aware of the health and safety policies at their induction and supported to attend any relevant training courses. * Risk assessment is undertaken of activities/equipment and is completed and kept on file * Workers/volunteers and the leader of any session are responsible for ensuring activities are conducted in a safe manner and may exclude children who do not comply with safe use. * There should be a minimum of three workers/volunteers at each session including a qualified first aider. * Information will be available on collection arrangements and contact details with parents/guardians, included details of approved persons to collect members. * Checking of new electrical equipment and adding to the hall inventory.   **Visits and outings**   * All trips to be appropriate to the interests of the members. * Risk assessment for all external visits and outings. * Parental/carers are properly informed about visits, with itinerary details. * The required consent is required of the member/or parent/carer to participate in visits and outings should be documented. * Arrangement for appropriate Insurance for trips. * Adequate staffing/volunteers pro-rata for trips. * Safe travel arrangements for outings. * A qualified first aider to attend off-site trips.   Signed by Chair of Trustees Kim A Coe Ratified on 7-1-22 |