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|  Health and Safety Policy - Statement Version 4Shoutout 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 |