

Health & Safety Policy

Creating Safe Environments

Tendring District Youth Council Health & Safety Policy

Introduction

Tendring District Youth Council (TDYC) has a duty of care in providing safe and suitable environments and to ensure the safety of every one involved in TDYC through adherence to the health & safety guidelines.

The Health & Safety Policy applies to:

- Members of the council
- Volunteers of the council
- Individuals participating on activities
- Outside contractors and any other interested group

All members and volunteers must read the health and safety policy before participating in any activity under the name TDYC.

Policy Aims & Contents

The aim of the TDYC health & safety policy is to promote good practice in providing children, young people and adults with appropriate safety and protection whilst in the care of TDYC. Including;

- | | |
|-------------------------------------|---------------------------------|
| • Emergency procedures | First aid |
| • Adult/child ratios | Qualifications |
| • Reporting & recording incidents | Risk assessments |
| • Part a (certificate of insurance) | Part b (sample risk assessment) |

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

Emergency procedures

All members and volunteers will be advised of the fire action procedure at Bishops Park College, the location of alarms, fire exits and assembly point. Fire evacuation drills are arranged by the site management team at the College.

The site management team will manage and co-ordinate any evacuation but the responsibility to recall names is TDYC. A register of attendance known as the members log-in will be held by a member of the executive at every meeting to ensure that once evacuated from the premises no one is unaccounted for.

If members or volunteers attend an outside event then the organisers should brief attendees of fire procedures at the start of the event. If TDYC are the event organisers then a nominated person would brief attendees of fire procedures at the start of the event in accordance to the location and in any case would include such details in risk assessments.

First aid

Appropriate first aid cover will be provided at meetings and events with a first aid kit available. Nominated first aiders will hold a nationally recognised certificate.

Adult/child ratios

It is recognised that TDYC principally works with children and young people. Due to this adult/child ratios are included in the policy as a matter of good practice. The age range of members is 8 – 11 and 12 – 16 so the ratio for meetings and events will be 1:8 and on trips and outside events 1:8 in accordance with national guidelines.

Qualifications

TDYC will seek to take on volunteers who have appropriate qualifications and the relevant experience of working with children and young people. If a person seeks to volunteer with TDYC without the relevant qualifications then the board should look carefully to why that persons wished to volunteer and in what capacity, however it is appreciated that volunteers may not necessarily want to work in an operational capacity but in a supportive or administrative position and this is then taken into account when selecting volunteers.

Reporting and recording incidents

TDYC seeks to provide a system in where members and volunteers can openly report concerns and this is recorded through an incident/concerns book where members and volunteers can leave and log general concerns.

(If the concern is regarding a child protection issue then the child protection policy must be referred to)

(All first aid incidents must be recorded on the first aid log sheet for data protection reasons)

Risk assessments

To help prevent and minimise accidents/incidents occurring TDYC will ensure the safety of its members, volunteers and service users by identifying risks through carrying out the national standard 5-step risk assessment and by doing so will be able to place adequate control measures to maintain the safety of all. – (All risk assessments are available to view upon request)

Role of the Health, Safety & Environmental Impact Advisor

The role of the above advisor is to ensure that the council is actively ensuring the safety and wellbeing of its members, volunteers and service users. They shall advise the board on its health & safety policy and will review the policy so it is up to date with national standards and best practice.

Adopted & Agreed by the Council on the
17 December 2007

Part (a) page 5 – Certificate of insurance

Part (b) page 6 – Sample risk assessment

Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

1. Policy number VC/C/000974

2. Name of Policy Holder Tendring District Youth Council

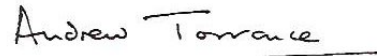
3. Date of commencement of insurance policy 01 March 2007

4. Date of expiry of insurance policy 01 March 2008

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c);
(b) ~~the cover provided under this policy relates to claims in excess of £ ——— but not exceeding £~~

Signed on behalf of **Allianz Cornhill Insurance plc**
Authorised Insurers



Andrew Torrance
Chief Executive

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable specify the amount of cover provided by the relevant policy.

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Meeting - Risk Assessment

Location: Bishops Park College

Risk or Hazard	Who might be harmed	Level of Risk L,M,H	Likelihood of Risk	Control Measures
Being abducted or approached by a member of the public whilst walking to and from the car park	Members	H	L	<ul style="list-style-type: none"> • Parents to drop off and collect members at/from reception • Members asked not to leave until parent/carer arrives to collect them
Being approached by a member of the public inside the building	Members	L	M	<ul style="list-style-type: none"> • Members to be supervised at all times with exception of going to the toilet • Members to go in pairs to the toilet