



*Developing young people through  
personal challenge*

## Health and Safety Policy

Youth Challenge Oxfordshire (YoCO) is committed to providing activities in a safe environment without risk as far as is reasonably practicable.

The overall responsibility for the implementation of this policy rests with the Trustees. Day to day responsibility for ensuring this policy is put into practice is delegated to the Youth Group Manager.

All leaders will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

Youth Challenge Oxfordshire will:

1. Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly
2. Provide equipment that is always maintained in a safe condition and provide instruction in its safe use. This includes regular tests of fire extinguishers, where club staff are responsible for this. Where the building is not managed by club staff, ensure you obtain records from the person responsible for this
3. Ensure that risk assessments are carried out in accordance with the Risk Assessment Policy
4. Make sure that fire drills are undertaken on a regular basis and everyone knows where the emergency exits are, and that they are adequately sign posted
5. Establish and display prominently on the premises emergency procedures to be taken in the event of fire, incidents, accidents and illness
6. Maintain necessary health and safety records including an Accident Book
7. Make sure that a First Aid box is regularly checked, and its location known to all leaders
8. Ensure that a qualified first aider is present at all club meetings and those present know who it is
9. Make Emergency First Aid Training available to all leaders
10. Ensure the safe storage, handling and labelling of any hazardous materials
11. Provide relevant information and encourage leaders to undertake training relating to Health and Safety matters
12. Investigate accidents promptly
13. Carry out regular safety checks of the building and outdoor/ activities areas. It is recommended that a check is carried out at the start and finish of every group session
14. Ensure that all current government guidelines concerning COVID 19 are adhered to and that the COVID 19 Policy is updated as necessary and displayed at meetings and on-line.

The following procedures and details are included in the leader's induction programme but not limited to:

- Emergency procedures for fire, incidents, accidents, illness
- List of first aiders
- Up to date useful telephone numbers to hand
- Current COVID 19 Policy and Procedures

This policy was adopted at the Board of Trustees Meeting on 29<sup>th</sup> September 2020

On behalf of the Board of Trustees: Jane Cranston

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This policy will be reviewed annually by the Board of Trustees    Date of next review September 2021

APPENDIX

# YoCO Health and Safety Checklist

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For use with new volunteer leaders and as part of induction on Health and Safety.

NAME .....

GROUP.....

Action	Date Completed
Knows emergency procedures	
Has read and understands Health and Safety policy	
Knows first aid procedures	
Knows security arrangements	
Understands reporting of accidents and incidents procedure	
Understands and follows risk assessment	
Knows fire drill arrangements	
Is aware of personal health and safety requirements towards self and others	
Has shown competence and awareness of health and safety when working with young people	
Any training needs have been addressed	

Signed (Project Director) .....

Signed (Volunteer) .....Date.....

