



Health & Safety Policy

- I. Box Cleva accepts its responsibilities as a voluntary organisation to ensure as far as reasonably practicable the health, safety and welfare of its Management Committee, volunteers, trainers, partners, service users, families, beneficiaries and anyone else whom may be affected by its activities.
- II. The Management Committee, volunteers, trainers, support workers also have a statutory duty to take care of themselves and others whom may be affected by their acts.
- III. To comply with the statement of policy, Box Cleva has these objectives:-
 - To set and keep high standards of health and safety for all involved with the various projects, events and activities.
 - To identify risks and set up procedures to remove or reduce these risks.
 - To ensure that all volunteers/workers know about these standards.
 - To ensure that all volunteers/workers receive the necessary information, instruction and training.
 - To enable them to work safely.
 - To monitor and review working practices at each location.
 - To ensure that volunteers/workers are empowered to contribute positively to their own and others health, safety and well-being.



Responsibilities of Staff

The Management Committee have the responsibility to:

- Ensure that all volunteers/workers are aware of the first aid facilities, fire precautions and emergency procedures of their place of work.
- Ensure by adequate training safe working practices are adopted, particularly in the case of young and inexperienced volunteers/workers and to ensure so far as is reasonably practicable the safety of all persons under their control.
- Ensure, at intervals of not more than three months, that all equipment is in safe working order. A record of such periodic checks shall be kept.
- Ensure the policy will be kept up to date, particularly as Box Cleve changes in nature and size to ensure our responsibilities are met in relation to:
 - Health & Safety at Work Act (1974)
 - Management Regulations (1999)
 - Other relevant current legislation.

It is the duty of all volunteers/workers:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. To co-operate with Box Cleve with regard to any duty placed on the Project to enable the discharge of its duties under the Health & Safety at Work Act 1974 and any Regulations and Codes of Practice.
- Not to interfere with or misuse anything provided in the interest of health and safety.

To understand that non-compliance with either of the points above may lead to disciplinary action or dismissal.



- All volunteers/workers are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct, which would put at risk the health and safety of themselves and other people.

Please note the following:-

- It must be realised that newly appointed volunteers/workers could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management committee responsibility to instruct all volunteers/worker in safe working procedures in relation to their posts and work places, volunteers/workers may from time to time find themselves in unfamiliar environments. In such cases the volunteer/worker concerned should be particularly alert for hazards, and whenever possible, ensure that they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

Responsibilities of Volunteers/Workers towards Young people and others in their care

IV. All volunteers/workers are responsible for the health and safety arrangements in relation to themselves and young people, under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Be aware of and implement safe working practices and to set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of a mishap.



- Ensure that any equipment used is appropriate to that use and meet accepted safety standards.
- Investigate any accident or incident where personal injury could have arisen and take the appropriate action.
- Provide for adequate instruction, information and training in safe working methods.
- It is every volunteer/workers responsibility to obtain a copy of the Fire Procedure and Evacuation policy and familiarise themselves with the fire and emergency evacuation procedures for each of the facilities in which they work.
- It is every volunteers/workers responsibility to ascertain the first aid procedure for each of the facilities in which they work.