

DAZL Health and Safety Policy

General Statement of Policy

1. This document is the Health and Safety policy of DAZL.
2. Our policy is to provide healthy and safe working conditions and systems of work, including providing information for all employees, volunteers and clients.
3. This policy will be reviewed regularly, particularly in regards to changes in current legislation, and after consultation with employees and other members of DAZL.

Organisation of Health and Safety

1. Responsibility of this Health and Safety policy rests with the committee of DAZL.
2. Responsibility for Health and Safety rests with all employees, volunteers, the management committee and its clients.
3. DAZL cannot take responsibility for the Health and Safety of anyone if proper working practices are not observed or procedures are not followed correctly.
4. The management committee will designate the elected representative with the overall responsibility for Health and Safety matters. Day to day responsibility for Health and Safety is delegated to the respective project manager.
5. Anyone with Health and Safety concerns should report these to the project manager in the first instance; thereafter the contact would be the person with overall responsibility for Health and Safety.
6. An annual inspection of fire extinguishers and all electrical equipment is mandatory.

Legal Requirements

1. Employers liability insurance is provided by Royal & Sun Alliance.
2. Public liability insurance is provided by Royal & Sun Alliance.
3. All buildings comply fully with fire regulations and responsibility for these rest with the management committee.
4. A current copy of the Health and Safety Executive poster: "Health and Safety Law – What you should know" is displayed on all premises at which employees work.
5. Health and Safety (display screen equipment) Regulations 1992: we comply fully with these regulations where users are required to use VDU's and associated equipment.

Training

1. All new employees, volunteers and clients will be given appropriate Health and Safety inductions and training and be made aware of their own responsibilities for the Health and Safety of others on the premises. This will include notification of fire procedures, other safety rules, first aid provision and access to toilet facilities.
2. No employee, volunteer or client shall be asked to take part in activities for which appropriate Health and Safety checks, instruction or training has not been given.

Accidents and Emergencies

1. The regulations relating to first aid are governed by the Health and Safety (First Aid) Regulations 1982.
2. A record of all accidents and other critical incidents (including all incidents requiring police, ambulance or fire brigade attendance) should be made in the accidents and incidents book kept at each place of work. This should include the name of person(s) affected, the nature of the injury/incident, details of how the incident happened and action taken. These records will be reviewed by the Health and Safety officer and action taken where incidents suggest revision or review of current safety procedures and guidelines.
3. A fire notice is to be clearly displayed at each place of work giving details of how to raise the alarm, evacuation procedures and assembly points.
4. Each place of work will have at least the required number of qualified first aiders according to requirements of current legislation and number of employees working at the premises.
5. Each place of work will have a person who is responsible for first aid provision, whose role will be to ensure that first aid supplies are clearly accessible and adequately stocked and that first aiders are adequately trained.

Issues to do with Children and Young People

1. DAZL operates a child protection policy and procedure, which staff should be aware of and follow.
2. Safety in youth work: All staff are encouraged to avoid potentially harmful situations, even if they are not sure if it will develop into one. In addition to the principles of the above guidelines, it is recommended that:
3. Caution should be exercised when approaching or being approached by large groups of young people with whom there has been little or no contact. This is particularly so if it is apparent that intoxicating substances have been consumed. A group presenting behaviour can be a demonstration of their intent. If they are abusive, aggressive, loud or threatening, it is advisable to steer clear of the group and perhaps try again at a later date.
4. It is not recommended that a worker intervene in a riot, fight or heated disagreement. If there is no opportunity for the worker to help the situation, he should step away from the incident and monitor the situation. If there is likely to be a risk of serious injury to anyone, the police should be called as soon as possible.

Risk Assessment

1. An assessment of risk to the Health and Safety of all employees, volunteers and clients will be carried out annually by the Health and Safety officer in consultation with employees, volunteers and clients.
2. The outcome of this annual risk assessment will be reported to the management committee and appropriate action initiated where risks are found that are not adequately controlled.

3. The annual risk assessment is to be appropriate to this policy and will form part of this document.

Other Venues

Where staff work at other venues, the appropriate Health and Safety policy for that venue should be adhered to, as well as relevant principals and guidelines included in the policy.

Current Health and Safety Staff

Project Manager

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Designated Health and Safety Representative for DAZL

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