



HEALTH AND SAFETY POLICY BUNGALOW YOUTH PROJECT

This policy applies to all staff, volunteers or anyone working with, or on behalf of, The Bungalow Youth Project

The purpose of this policy:

- To keep members, helpers/ volunteers and staff safe by:
 - Providing appropriate safety and protection so that members can fully participate in The Bungalow Youth Project's activities
 - Ensuring that the health, well-being and safety of each individual is always of paramount concern
 - Ensuring that procedures and guidelines are kept up to date by regularly reviewing them.

To achieve our Health and Safety policy purpose, we are committed to the following duties:

- Meet the responsibilities placed on the organisation by Health and Safety Commission guidance and Acts of Parliament (see below)
- Undertake regular, recorded risk assessments of the club premises and all activities undertaken by the club on or off site
- Create a safe environment by putting health and safety measures in place as identified by risk assessment
- Ensure that all members and staff/helpers/volunteers are given the appropriate level of training to keep themselves safe by regularly assessing individual ability dependent on age, maturity and development



- Ensure that all members are aware of, understand and follow The Bungalow Youth Project's health and safety policy
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all staff, helpers/volunteers and, where appropriate, by members
- Provide access to telephone, and make reasonable provision to first aid facilities and have a qualified first aider at the sessions (see our documents on Medical and First Aid Policy for further information)
- Report any injuries or accidents sustained during any session activity or whilst on the premises. There is a place to do so on the Session Form and also more information in our Accident and Emergencies Policy documents
- Where The Bungalow Youth Project provides services for children and/or young people, ensure that a Child Protection Policy and procedures are in place and fully implemented
- Where The Bungalow Youth Project provides services for children, young people and/or vulnerable adults, ensure that E-Safety and Anti-Bullying procedures are in place
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

Each Bungalow Youth Project Staff Member has a duty to:

- ☐ Take reasonable care of their own health and safety and that of others who may be affected by what they do or don't do.
- ☐ Co-operate with the club on health and safety issues.
- ☐ Correctly use all equipment provided by the club.
- ☐ Not interfere with, or misuse, anything provided for their health, safety or welfare.



Sign Off on Policy

Name: Fanny Jackson

Position: Charity Director

Signed 

Dated: 01/09/2024

We are committed to reviewing our policy, procedures and good practice guidelines annually.

This document is to be reviewed on a regular basis, after an incident or on receipt of notification of a change in National Policy.