



## Friends of CYC

### Health and Safety Policy Statement

<b>Version and issue date</b>	V1
<b>Approved</b> (date of meeting)	Friends of CYC Trustees, 20 <sup>th</sup> June 2023
<b>Scheduled review date</b>	June 2024
<b>Statutory or Optional policy</b>	Statutory
<b>Appendices</b>	Yes

We want to ensure that your needs are met, if you would like this information in Braille, large print, any other format or interpreted in a language other than English, please contact the Charity Secretary by email: [friendsofcyc@gmail.com](mailto:friendsofcyc@gmail.com)

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Friends of CYC, a Registered Charity, Reg 1203050

Our health and safety policy is to:

- prevent accidents and cases of Charity related activities ill health
- manage health and safety risks in the places where we conduct our activities so far as we have control of the environmental conditions and management of the spaces within which we conduct our activities.
- provide clear instructions and information, and adequate training, to ensure staff, volunteers are competent to carry out their obligations / duties associated with the Charity's activities.
- provide personal protective equipment suitable to the situation, identified through the use of risk assessments undertaken by competent / experienced personnel.
- Consult with our staff, employees and volunteers on matters affecting their health and safety
- provide and maintain safe equipment that is required / used in support of the charity's objectives.
- ensure the safe handling and use of plant and equipment in line with the manufacturers recommendations or established good practices.
- maintain safe and healthy conditions for those under the supervision of the Charity whilst participating in events and activities organised and arranged by the Charity.
- implement emergency procedures, including evacuation in case of fire or other significant incidents, where the Charity is undertaking activities in the premises of 'other' organisations or in hired venues ensure the event procedures preparations prepared by the Charity align with the venues H&S procedures / requirements.
- review and revise this policy regularly, as a minimum annually or after any significant change to the organisation or its activities.

Approved and adopted by:

Nevil Friggens

Angela Renshaw

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Acting Chair of Trustees

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Music Director

On: 20<sup>th</sup> June 2023

## Part 2: Responsibilities for health and safety

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the Charity. The individuals and groups identified below are expected to have read and understood the Charity's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

### **The employer**

The employer, for the purpose of this document, is the Charity entity known as Friends of CYC, registration number 1203050. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of its young persons membership body, staff, volunteers, visitors and contractors.

### **Trustees**

The Trustees are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The Trustees will receive regular reports to enable them, in collaboration with the Musical Director, to prioritise resources for health safety and welfare issues.

The Trustees will appoint on an annual basis a member of the Trust board to act as link / lead trustee to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Trust Board on health safety and welfare issues.

### **Competent Health and Safety Advice**

In the event the Charity recognises a need for specialist health and safety advice then the trustees will appoint a specialist consultant to provide such advice. An example of the source of such suitable advice would be - The Health, Safety and Wellbeing Services Team, Cornwall Council

### The Musical Director has responsibility for:-

- Day-to-day management of health safety and welfare matters during the organized and supervised activities of the Charity in accordance with the Statement of Safety Policy;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations and acting on the findings/actions;
- Having a Trustee contact to liaise with;
- Identifying and facilitating staff training needs;
- Liaising with Trustees on policy issues and any problems in implementing the health and safety policy;
- Providing necessary facilities for all staff, employees and volunteers to be consulted on health and safety matters;
- Where contracts are negotiated directly between the Charity and contractors, the Chair of Trustees is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensure any medical needs requirements for young person members of the Charity is communicated to the relevant staff members and that all medical information is passed on to the relevant staff.

### The Senior Staff have responsibility for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, volunteers, members or anyone offering a reasonable observation on H&S matters associated with the Charities activities or organised events.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff

### All Staff / Employees,

- co-operate with staff and supervisors on health and safety matters
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### In particular, staff / employees have a responsibility for:-

- Checking the spaces within which the Charities organized events are taking place are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures and working methods are followed (e.g. not taking unnecessary risks such as standing on inappropriate objects to reach high objects);
- Ensuring protective equipment is used, when needed or identified through appropriate Risk Assessment.;
- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

### Volunteers

- Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.
- Volunteers are also expected to act only under the supervision of a member of staff.
- Volunteers are also expected to read and implement the code of practice supplied to them.

### Contractors

- To provide a suitably experienced and qualified supervisor for any contracted works.
- To provide, in advance of any works commencing, copies of named responsible persons and the written agreed method of providing the contracted services, a method statement, with accompanying Risk Assessments where reasonable.
- Director contact details for any emergency situation.

## **Induction training**

As part of an induction process all new employees, staff and volunteers will receive Health and Safety Induction training, this will include as a minimum an introduction to First Aid; Fire and Welfare procedures.

Inductions will be undertaken by the senior staff member present when the new staff / volunteers join, and a record of the induction will be recorded against the staff / employees / volunteers records.

## **Part 3: Arrangements for health and safety**

### Risk Assessment

The Charity will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

### Risk Assessment Process

The Charity will carry out risk assessments using either a visual assessment process for low risk items, or a written assessment for more complicated situations, these written assessments will be stored so that all staff / volunteers can access them.

Where relevant these Risk Assessments will be notified to the link Trustee for review / comment.

Copies of risk assessments are available from the Charity secretary.

### Training

- We will give staff, volunteers health and safety induction and provide appropriate training.
- We will provide personal protective equipment where identified in Risk Assessments.
- We will review the training need regularly with staff and volunteers.
- We will maintain a training record.

### Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.
- A record will be kept of any such consultations.

### Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary, and are thoroughly reviewed in new venues that the Charity team are not familiar with.