



Health & Safety Policy

Policy statement: HTAFC is committed to ensuring the health, safety and welfare of its employees, volunteers, children, as well as parents and carers who use its services and facilities. So far as is reasonably practicable, HTAFC will establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each person involved with the organisation to familiarise themselves and comply with the HTAFC's procedures and systems relating to health and safety.

While HTAFC will take all reasonable steps to ensure the health and safety of everyone that it has responsibility for, health and safety is everyone's responsibility too. It is the duty of every employee, volunteer, child, parent and carer to take reasonable care of their own and other people's health, safety and welfare and to report to HTAFC any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

HTAFC will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of accidents and illnesses.

HTAFC will pay particular attention to:

1. Maintaining all areas it is responsible for in a safe condition
2. Providing a safe means of access to and egress from its facilities
3. The provision and maintenance of equipment and systems that are safe
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety of its employees, volunteers and all other persons.

HTAFC also recognises its duty to protect the health and safety of all visitors to HTAFC, including any members of the public who might be affected by the organisation's work operations.

Organisation: HTAFC have a designated **Health & Safety Officer** who conducts regular inspections of the workplace and facilities; maintains safety records; as well as investigating and reporting on accidents.

Training: Safety training is an integral part of an effective health and safety programme. All HTAFC staff and volunteers are inducted and trained to perform their job safely and in safe working practices and procedures. Training also includes instruction on the safe use of any equipment provided and require to be used.

Persons at special risk: HTAFC recognises that people may from time to time be at increased risk of injury or ill-health resulting from activities. HTAFC therefore requires that everyone notifies the relevant person at HTAFC if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and/or pregnancy.

First aid and reporting of accidents and/or near misses: First aid boxes are located at strategic points around HTAFC facilities and there are appointed persons and designated first aid personnel responsible for managing first aid incidents. Information relating to first aid arrangements are also displayed on notice boards around HTAFC facilities.

All injuries, however small, sustained by any person on HTAFC facilities must be reported to either



a manager or **HTAFC's Designated Safeguarding Officer** and recorded in HTAFC's accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. **HTAFC's Health & Safety Officer** will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Reviewed & Updated: September 2019

HTAFC will review this Health & Safety Policy and good practice at least annually.