



# 3<sup>rd</sup> Sudbury Scout Group

(Registered Charity L330 1524)

## Health & Safety Policy

(Health & Safety at Work Act 1974)

### 1. General Statement of Policy

The policy of the 3<sup>rd</sup> Sudbury Scout Group is to provide and maintain safe and healthy working conditions, equipment and work methods for all volunteers and members of the Scout Group and users of the 3<sup>rd</sup> Sudbury Scout Headquarters. We also strive to ensure that the Group is open to both male and female members and is fully accessible and safe for disabled people.

We shall endeavour to provide all necessary information, training and support to our members and maintain their awareness of health, safety and welfare issues.

The allocation of responsibility for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed annually by the Group Executive Committee.

This policy was created / updated \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. Organisation of Health and Safety

Overall responsibility for health and safety in the Scout Group and for the Group premises is vested in the Group Executive Committee. The Group Executive Committee delegates the day to day responsibility for this policy to the (a n other) as Group Safety Officer.

1) The Group Safety Officer is responsible for ensuring that all adult members and helpers in the Group are CRB<sup>1</sup> cleared and follow the Scout Association guidelines for working with young people and fully understand the Scout Association Safety Policy.

- 2) The Group Safety Officer is responsible for arranging the following: safety training, safety inspections, monitoring of the maintenance of equipment, first aid training and investigation of accidents.
- 3) The Group Safety Officer is responsible to ensure that access to escape doors, extinguishers and other fire fighting equipment must not be obstructed and that all members of the Group are instructed in their use.
- 4) The Group Safety Officer is responsible for ensuring that 'Risk Assessments' are carried out by all Section Leaders for all Scout related activities and that all members of the Scout Group fully understand their personal responsibility under 'Duty of Care'

**Duty of Care:** All members of the Scout Group and all users of the premises have personal responsibility under 'Duty of Care' This is a general legal duty placed on all individuals and organisations to avoid carelessly causing injury to persons or property. It requires everything '**reasonably practicable**' to be done to protect the health and safety of others at their meeting place.

**Insurance:** The Group Executive Committee is responsible for ensuring that the Scout Group and the premises are fully insured for all use and activities. (See section 1 – Copy of Insurance Certificate) The person with individual responsibility for obtaining and retaining the insurance policy certificate and all related documents is:-

***The Group Treasurer***

**Register of Members:** The Group Executive Committee are responsible for ensuring that proper records are kept in all Sections of the Group and for all activities, and that for emergency purposes a register of members is available on demand and / or when needed. The person with individual responsibility for maintaining the Group Register is:-

***The Group Secretary***

### **3. Arrangements and Procedures**

**Building and Maintenance:** The Group Executive Committee are responsible for ensuring that the premises are fully maintained and held in a safe and healthy condition and meet with current safety standards and local Council, Government and European Regulations.

**Accidents and Incidents:** All accidents and incidents must be recorded in the accident book. Serious matters should be reported to the Group Executive Committee as soon as possible providing additional information as necessary.

**First Aid:** The persons responsible for first aid assessment are:-

***All Section Leaders or individuals responsible for the activity or hire***

All Sections Leaders are responsible for ensuring a suitable first aid box is available when carrying out any Scouting activity on or off the premises. A first aid box is located in the cloakroom area for the use of all hirers of the premises.

**General Fire Safety:** Overall and final responsibility for the fire precautions to the premises, including the provision and regular servicing of fire fighting equipment is vested in:-

***The Group Executive Committee***

- 1) All Section Leaders and users of the premises are severally responsible to notify the Group Executive Committee of any problems arising from losses or otherwise to fire fighting equipment during normal use of the premises or in the event of an emergency needing the use of this equipment.
- 2) Appropriate signage and emergency evacuation procedure notices are displayed around the premises. All Section Leaders and users of the premises are severally responsible to notify the Group Executive Committee of any problems arising from losses or otherwise to signage and procedure notices during normal use of the premises.
- 3) All Section Leaders and regular users of the premises are responsible for carrying out regular fire drills during their own activity sessions.
- 4) A Fire Risk Assessment has been carried out to the premises. **(Section 2 – Copy of Fire Risk Assessment)** Fire and Emergency Precaution Procedures have been published and are displayed around the premises. **(Section 3 – Copy of Notices and Procedures)**

**Hygiene and Welfare:** The Group Safety Officer is responsible for ensuring that all areas are kept clean and tidy. Toilets must be washed regularly and kept clean and all wash basins should be provided with hot water, soap, clean paper towels or hand dryers. All rubbish must be removed from the premises on a regular basis and placed in a suitable container or storage area. Smoking will not be allowed on the premises at any time.

Floors and gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions. Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all areas and equipment. Filing cabinets and cupboard doors should be kept closed. Items should not be stacked on top of cupboards or cabinets.

**Premises / Hazards:** All users of the premises are responsible for spotting and reporting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Group Safety Officer.

- **Things Out of Reach:** Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off the top of cabinets, etc. A properly maintained, undamaged step ladder must be used. **(also see the new working at heights regulations)**
- **Damaged Equipment:** Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.
- **Damage to Fabric of Building:** All such damage must be reported immediately to the competent person as named above.

- **Misplaced Furniture, Equipment or Supplies:** Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

**COSHH Regulations:** Under the COSHH (Control of Substances Hazardous to Health) Regulations 1994 the Group have a duty of care to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc kept and used on the premises. A full register of these substances should be kept and provided to the Emergency Services should the need arise. This register should clearly state the substance involved with the full name and the exact location on the premises.

All members of the Group shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used (e.g. water based markers, correction fluid, etc). If there is no way of avoiding such use, members must use the substance in an enclosed, ventilated environment away from other members, and use proper protective equipment which shall be made available by the Scout Group.

**Manual Handling:** All members of the Scout Group should avoid manual lifting where at all possible. However, members may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

Members should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other members should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.

**Risk Assessments:** Risk assessment helps you protect your volunteers and everyone in your organisation. It helps you focus on the risks that really matter, the ones with potential to cause harm. A risk assessment is a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

Carrying out a risk assessment is a relatively straightforward process, simply a careful examination of what could cause harm to people, and what precautions need to be taken.

- **Step One – Identify the hazards:** First walk around your meeting place identifying anything that could be potentially hazardous - write everything down - make a list. Include everything you can think of: not just things that are currently obviously dangerous, but anything with a potential risk. It is a good idea to get two people to do this separately and to compare lists afterwards, in case anything was missed.
- **Step Two – identify who is at risk:** Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk.
- **Step Three – Evaluate the risks and decide on precautions:** Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (You may need to seek advice on this from experts) The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.
- **Step Four – Record your findings:** Ensure the written record of your findings is made available to your members, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices and appropriate training being undertaken.

- **Step Five - Review your assessment:** Few meeting places remain the same. You must review your assessment when there are major changes in the meeting place, such as the introduction of new ways of working - but you must carry out regular reviews anyway - possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practices.

**Food Safety:** If food is going to be sold on your premises, or on regular Scouting Activities your premises might need to be registered in accordance with the Food Premises (Registration) Regulations.

Remember you have a responsibility under 'Duty of Care' and if you are providing and selling, or providing free of charge food (being sold or otherwise). You also have responsibilities under the Food Safety (General Food Hygiene) Regulations and Food Safety (Temperature Control) Regulations.

*(Also see 'Food Safety in Scouting' FS320003)*