

Wyre forest young voices health & safety policy

Wyre Forest Young Voices is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors.

To ensure this, Wyre Forest Young Voices is committed to:

- Providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- Consulting with our staff on matters affecting their health and safety
- Providing and maintaining safe premises and equipment
- Ensuring information, support and guidance is provided on the safe handling and use of substances
- Ensuring all staff are competent to do their tasks, and to give them adequate training, instruction and supervision
- Preventing accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions
- Reviewing and revising this policy as necessary at regular intervals.

Wyre Forest Young Voices Committee

The Wyre Forest Young Voices committee is ultimately responsible for the health and safety policy and practice of Wyre Forest Young Voices. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for health and safety training.

Employees and volunteers

All staff have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Wyre Forest Young Voices with respect to health and safety matters. Staff are requested to:

- Report any significant hazard or malfunction (e.g. Trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. Climbing on a chair to reach heights)
- Not bring into Wyre Forest Young Voices, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident reporting

It is the responsibility of the First Aider (Kat Holmes) to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an accident form and then logged in the accident book; the accident book is kept in WFYV First Aid Bag
- All accidents will be investigated by the First Aider (Kat Holmes) and a note of the investigation will be made on the relevant accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and guidelines

First aid

- The first aid officer is Kat Holmes
- The first aid kit will be regularly checked and restocked by the first aider
- The first aid box is kept in First Aid Kit Bag
- The accident book is (in a confidential secure place) and accident forms are available from Kat Holmes

Fire safety

- The fire safety officer is Kat Holmes
- The fire safety officer will ensure that all staff receive information about fire regulations and fire drills are held regularly
- The fire alarms are in: foyer, back corridor, kitchen
- The fire extinguishers are in the: back corridor, kitchen, foyer
- Fire drills will be held: twice annually
- The fire exits are: main door, back door
- The emergency assembly point is on the car park

Insurance

The group has appropriate insurance for its needs. This is:

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Risk assessment

All Wyre Forest Young Voices's activities are risk assessed to ensure that all necessary measures are put in place to safeguard members, staff and the public.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Consent and information forms for young people
- Information and emergency contact details for staff
- Continuous implementation of (organisation) child protection policy and procedures
- Regular checking of all equipment (including first aid and fire alarms) and premises used by the choir
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities