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**HEALTH AND SAFETY POLICY**

**FOR TOTNES RURAL AREA YOUTH ENGAGEMENT**

This policy applies to all staff, volunteers or anyone working with, or on behalf of, Totnes Rural Area Youth Engagement (TRAYE) 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 TRAYE’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 TRAYE’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 TRAYE provides services for children and/or young people, ensure that a Child Protection Policy and procedures are in place and fully implemented
* Where TRAYE 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 TRAYE Staff Member has a duty to:**

* Take reasonable care for 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: Kerry McCabe Position: Project Coordinator**

**Signed: K. McCabe Dated: 06/02/17**

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

This policy was last reviewed on:

05/02/18 – Kerry McCabe

04/02/19 – Kerry McCabe

03/02/20 – Kerry McCabe

01/02/21 – Kerry McCabe.

04/01/22 – Kerry McCabe

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