SOOSCC Version 4 October 23



(SCIO)

**HEALTH & SAFETY POLICY**

Group Name Springfield Out of School Care Club (SCIO)

Address of Premises: 141 Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed: October 23

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

**POLICY STATEMENT**

SOOSCC attach great importance to the health, safety and welfare of our staff and volunteers and all who use facilities provided by us and participate in activities organised by us. To this end we aim to ensure that all activities carried out or undertaken by our staff and volunteers are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.

We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities (see Appendix 1 of the Health & Safety Manual).

We will achieve this by:

Ensuring that anyone who may be affected by our activities is not exposed to health and safety risks.

Carrying out suitable assessments of the health and safety risks to which staff, volunteers and those participating in our activities may be exposed and minimize those risks as far as is reasonably practicable.

Establishing clear organisational and procedural arrangements to effectively carry out our duties.

Providing a safe working environment for staff and volunteers.

Providing equipment that is maintained in a safe and good working condition at all times.

Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness. Ensuring adhering to RIDDOR 2013

Ensuring the safe storage, handling and labelling of any hazardous materials. Ensuring comply with COSH 2012

Providing relevant information, advice, training, instruction and supervision.

Consulting with staff and volunteers on health and safety matters.

Implementing appropriate procedures for the effective monitoring and review of this policy, our organisational arrangements and our health and safety procedures.

Maintaining health and safety records.

Encouraging a positive attitude to health and safety and ensuring that all staff, lead by example, promote safe practice.

Ensuring staff have appropriate training on Manual Handling and adhere to Manual Handling Regulations Act 1992

**POLICY PROCEDURES**

Detailed arrangements/procedures for the following are located in the Health and Safety File

Accident Reporting and Investigation

Fire Safety

First Aid

Risk Assessment

Moving and Handling

Waste Disposal

Violence and Aggression

Child Protection

Open Access

Trips

Covid-19 policy.

Helen Anderson