



# Health and Safety Policy

## General statement of policy

Camp Jojo is bound to abide by the Health and Safety at Work Act. This lays down certain duties of staff and volunteers. The duties are to take care of their own safety and that of other staff and volunteers, visitors, and campers, to co-operate with the Trustee Board to enable it to carry out its responsibilities.

Staff and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access, at any time, to the premises at which the organisation is operating
- adhere to safety procedures laid down by Camp Jojo from time to time, and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book.
- meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

## 1. Organisation and responsibilities

### 1.1 Trustee Board

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint one person, the “Camp Leader” for each camp to liaise with the Site Manager, who will take the responsibility for drawing to the attention of the Trustee Board, staff and volunteers any health and safety matters that need to be discussed and/or acted upon.

### 1.2 Delegated responsibilities

The Site Manager shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular, s/he will be given delegated responsibility for:

- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on “Health and Safety Law” is displayed
- ensuring that campers and volunteers are made familiar with emergency procedures at the camp site and action to be taken in the event of a fire

- drawing to the attention of the Trustee Board, camp leader and staff any new legislation on health and safety relevant to the work of Camp Jojo
- drawing to the Trustee Board's attention any matters with which s/he is unable to deal.
- Ensuring that all equipment is serviced/lola tested where appropriate annually, and maintained in good order.

#### **1.4 Review**

The Site Manager, in conjunction with the Chair of Trustees, will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every year and will be subject to approval by the Trustee Board.

## **2. General arrangements**

### **2.1 Accidents, near-miss occurrences, and hazardous situations**

Camp Jojo maintains a Health and Safety Accident Book, and all incidents, no matter how small, must be recorded as soon as possible after the incident. (Usually by the designated First Aider for the camp). The incident should also be reported to the Site Manager. In addition to reporting accidents, it is equally important to report near misses and potential hazards to enable preventative action to be taken.

It is the responsibility of the Site Manager to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Site Manager is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 7 days incapacity for work
- (e) certain work-related diseases.

A First Aid kit is available. Its contents are kept up to date by the designated First Aider.

### **2.2 General fire safety**

The Site Manager is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. The site manager also undertakes a Fire Risk Assessment for the building.

All campers must also read and understand the Fire Procedure. A fire notice is prominently displayed, and attention will be drawn to it.

## **3. Specific arrangements**

This policy is to be read and applied in conjunction with the site's specific risk assessments and Health and Safety procedures, all of which will be made available. Campers and volunteers will be made aware of these by Camp Leaders at the start of every camp as below:

## HEALTH AND SAFETY POLICY CHECKLIST

### Training

All volunteers will complete an induction programme with information about Health and Safety arrangements at the camp site. Any updates or changes to these arrangements will be discussed at Trustee meetings. The site manager will ensure that all campers and volunteers fully understand the Policy and are made aware of fire extinguishers, fire blankets, fire exits in the buildings and assembly point in the case of fire.

The following is a list of things to be checked at Ivy farm every year, before camps begin:

Check:	Date:	
● Volunteers have been appropriately trained to carry out their tasks.		
● First Aid Box is in place and adequately stocked.		
● Accident Book and procedure is in place and volunteers are informed of these.		
● Exits and walk-ways are kept clear and accessible to wheelchair users.		
● Electrical and other equipment are safe to use and are not being misused.		
● Power sources are safe to use and are not misused.		
● No trailing wires and damaged floor coverings.		
● Warning notices, where necessary, are clearly displayed.		
● Procedures relating to hygiene and cleanliness are complied with.		
● Health and safety procedures displayed on site		
● Health and Safety poster displayed		
● Fire procedure notice displayed		
● Register of people on site maintained		
● Fire Assembly point notice on display		
● Up to date risk assessment are available for all activities		

### Review date

This document was last reviewed on: 3<sup>rd</sup> November 2022 and was approved at the Board meeting on 3<sup>rd</sup> November 2022.

Next review due on: 3/11/23