



## Health and Safety Policy

This policy will be reviewed annually.

Date of last review: June 2021

This is the statement of general policy and arrangements for Scarf with regards to Health and Safety.

Overall responsibility for health and safety policy and practices within Scarf lies with Scarf's Committee, who will monitor this policy on a regular basis.

Day to day responsibility lies with Scarf's Health and Safety Officer (name – tbc).

### HEALTH AND SAFETY POLICY STATEMENT

As a provider, Scarf has a legal duty of care to try to take reasonable steps to ensure the environment is safe for people who visit or attend our services.

Scarf is strongly committed to providing a safe environment for its employees, volunteers, members and participants.

Scarf aims to give its members the opportunity to participate in a range of sporting, leisure and social activities, in a supportive and safe environment. It recognises that to do this safely it will give close attention to all health and safety risks, in particular for its vulnerable members who have a range of physical, sensory and/or learning disabilities.

For some of Scarf activities (in particular our holiday activities and drama club), parents are required to be on site with their children/young people and are responsible for keeping them safe at all times, ensuring that they are supervised and supported and they can access the activities appropriately and safely. Parents are also responsible for their child's/young person's behaviour during these activities.

At our regular clubs (multi sports club, youth club and Scarf 2 activities) parents/carers are not required to stay, and staff employees are responsible for the children/young people present.

**HEALTH AND SAFETY POLICY AND PROCEDURES:**

To support our Health and Safety policy statement Scarf are committed to the following duties:

- I. Scarf Committee Responsibilities: The Scarf Committee have overall responsibility for Health and Safety at Scarf, as well as to provide leadership and to promote responsible attitudes towards health and safety, in the following ways:
  - To appoint a Health and Safety Officer (HSO) to oversee control of Health and Safety issues (see below for details of their role and responsibilities).
  - The Scarf Chair and Committee will regularly review all activities, provide advice and supervision to ensure the health and safety of members, staff and volunteers at Scarf activities/events, and meet with staff and volunteers to ensure that it addresses all health and safety concerns.
  - The Scarf Committee will ensure that all members are aware of their responsibilities to ensure their child's/young person's safety and the limitations of Scarf's capacity and responsibilities during events where parents/carers are required to stay on site. It will also ensure that emergency procedures are in place during activities and are known by all activity leaders.
  - The Scarf Committee, together with the HSO, will ensure that all staff and volunteers at our regular clubs are aware of the Health and Safety Policy, and are given the appropriate level of training to run and support the activities offered.
  - To ensure Scarf has appropriate insurance cover for our clubs and activities, including public and employers' liability insurance.
  - To investigate all accidents/incidents/near misses with the assistance of the HSO, with a view to prevention of further occurrences. During this process risk assessments will be reviewed to ascertain if additional precautions or control measures are necessary. The Committee will determine, in conjunction with the HSO, if notification is required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
  - The Scarf Committee will appoint a member of staff who will have responsibility for first aid for each of our regular clubs. They will be trained in first aid to meet the requirements of Scarf, and the Committee will ensure that a first aid kit and mobile phone are available.
  - The Scarf Committee will ensure that the implementation of the Health and Safety policy is reviewed annually and monitored for effectiveness.
2. A Health and Safety Officer (HSO), appointed by the Committee, will oversee control of Health and Safety issues and has the following responsibilities:
  - The HSO is responsible for the implementation of this policy, and will report directly to the Scarf Committee.

- The HSO is responsible for recommending the necessary training for staff and volunteers, and working with the Scarf Programme Coordinator to ensure staff undertake the recommended training and maintain their First Aid qualification where relevant. A record of staff training including First Aid training will be retained by the HSO and the Scarf Programme Coordinator.
  - The HSO will liaise with the Programme Coordinator and Leaders to ensure risk assessments are in place which assess the risks to any staff, volunteers, children/young people and other's involved in the activities, they are proportionate and up to date, and liaise on planning of events as necessary.
  - The HSO will keep up to date with changing safety legislation applicable to the operation of Scarf.
  - The HSO is responsible for working with members to ensure they adhere to the policy.
  - All accidents and injuries sustained during Scarf activities will be recorded in an accident book and completed pages sent to the HSO who will be responsible for filing them or further action. In partnership with Scarf's Committee, they will investigate accidents, incidents and near misses with a view to prevention of future occurrences. Events organised by other Providers will abide by their own H&S Policy.
3. Club Leader/Supervisor's Responsibilities: at Scarf's regular clubs (youth club, multi sports club and Scarf 2 activities) run by Scarf staff, where parents are not present.
- Club Leaders/Supervisors have the responsibility to provide leadership and to promote responsible attitudes towards health and safety at their club/activity. Supervisors must ensure that all tasks carried out in their sections are performed with the utmost regard for the health and safety of all those involved.
  - In the event of an accident/incident/near miss, the Leaders/Supervisors will ensure that a detailed entry of the event is recorded on an accident form and will notify the HSO or Scarf Chair/Vice Chair.
  - The Leader/Supervisor of the club, in partnership with the Programme Coordinator, seeking the advice of the HSO where necessary, will undertake regular, recorded risk assessments of the premises and activities and familiarise themselves with emergency evacuation procedures.
  - All club Risk Assessments will be shared with the HSO and all RA's will be regularly monitored and reviewed to ensure that they remain 'live' documents.
  - The leader will create a safe environment by putting health and safety measures in place as identified by the risk assessment. The outcomes of risk assessments will be readily available and communicated to staff.
  - The Leader will ensure that all staff and users of the club are aware of, understand and follow the club's health and safety policy, the club's RA and are aware of emergency procedures.

- The Leader will liaise with parents/carers of participants to ensure that he/she has the necessary medical information and permissions to ensure that children/young people can safely access the activities on offer (including more than one emergency contact number where possible). These will be recorded on Scarf forms (see attached), updated annually or sooner if necessary, and shared with other leaders/employees as appropriate and with parent/carer permission. (See Scarf website to access relevant forms including Medical Questionnaire and Consent Form, Child/Young Person's Personal Passport, Asthma Medication Form and Emergency Medication Individual Care-plan Proforma).
  - The Leader will be responsible for ensuring access to the First Aid Kit and a working mobile phone during the session, checking and replenishing the FA kit as needed.
  - At the end of the session a child/young person should be collected by a known parent/carer, unless the parent/carer has given specific permission for someone else to collect the child/young person. If a child/young person is not collected at the end of a session, he or she will remain with the Leader and one other member of staff for up to 30 minutes until the child/young person is collected by the parent, carer or named emergency contact person. If after 30 minutes the child/young person has not been collected the police and social services will be informed.
  - If a child/young person is discovered to be missing during the club, the Leader should calmly search inside and outside the building (the Deputy to remain with the other children/young people at the club). If there is no sign of the child/young person then they should contact the police immediately and also inform their parents. They should then wait for the police to arrive and follow their instructions. Staff should continue to search while waiting for the police to arrive.
  - Club Leaders/Supervisors will undertake ongoing monitoring to ensure staff compliance with the policy, with observations for improvement passed onto the HSO and Scarf Committee for review.
4. Scarf Employees have the following responsibilities when they are on duty at Scarf clubs/activities:
- To do everything they can to prevent injury to themselves, fellow staff and others affected by their actions or omissions at work.
  - To read Scarf's Health and Safety Policy and undertake training as requested by the Committee
  - To report to their supervisor or Scarf's Chair any incidents which have or may have led to injury or damage.
  - Any member of staff who is faced with a conflict between the demands of safety and their job should raise the matter immediately with their supervisor.
5. Scarf responsibilities at holiday or other activities where parents/carers remain on site with their child/young person:

- The Programme Coordinator or HSO will undertake a recorded risk assessment of any activity or liaise with the activity provider/coach/instructor to ensure that an appropriate risk assessment for the activity is in place and the activity provider is aware of the nature of the Scarf group attending their facility.
- When Scarf hires premises (eg. village halls, etc) the Programme Coordinator or HSO will undertake a site risk assessment of the venue (access, lighting, fire), the surrounding area, and equipment, and familiarise themselves with their emergency evacuation plans. This should be shared with the Scarf Meet and Greet attending the activity.
- Scarf will ensure that adequate first aid facilities, telephone and qualified first aiders are available for each Scarf activity.
- Scarf will remind parents/carers in their membership forms and booking information that they are responsible for their children's safety at all times and that they should also have consideration for the safety of others.

6. Scarf Members have a duty to:

- Take good care for their own health and safety and those for whom they are responsible
- Have consideration for the health and safety of other members at all times
- Report any incidents or issues to the Health and Safety Officer or Child Safeguarding Officer as appropriate
- Co-operate with Scarf on health and safety issues

Reviewed and Agreed by Scarf Committee June 2021

Appendices: Can be viewed on Scarf's Website ([www.scarfnewforest.org](http://www.scarfnewforest.org)) - Sample Risk Assessment, Membership Form, Medical Questionnaire and Consent Form, Personal Passport, Emergency Medication – Individual Care Plan Pro Forma, Asthma Medication Form and Covid 19 Safety Guidelines.

**SCARF HEALTH & SAFETY OFFICER:**

**Name:** TBC

**Address:**

**Phone No:**