

Health and Safety Policy



1. Introduction

The health, safety, and well-being of all young people, staff, volunteers, and visitors at Rye Youth Zone are of the utmost importance. This policy outlines the procedures and practices in place to ensure a safe environment and to meet legal obligations under health and safety legislation, including the Health and Safety at Work Act 1974 and other relevant regulations.

2. Aims and Objectives

- To provide a safe and healthy environment for all young people, staff, volunteers, and visitors.
- To protect individuals from hazards, risks, and injuries that may occur during activities at the Youth Club.
- To ensure compliance with all relevant health and safety legislation.
- To promote awareness and education on health and safety matters.

3. Responsibilities

- **Management:** The Directors of Rye Youth Zone are responsible for the overall health and safety policy, ensuring it is regularly reviewed and updated. They will ensure that sufficient resources are available for training and health and safety measures.
- **Staff and Volunteers:** All staff and volunteers must adhere to health and safety procedures, identify and report risks, and take reasonable care of their own safety and that of others. They must undergo health and safety training as required.
- **Young People:** All members are expected to follow safety instructions and participate in activities in a manner that ensures their own safety and that of others.
- **Health and Safety Officer:** Rye Youth Zone will name a Health and Safety Officer to oversee the implementation and monitoring of safety procedures and conduct risk assessments.

4. Risk Assessments

- **Activity Risk Assessments:** Prior to any activity or event, a comprehensive risk assessment will be conducted, evaluating potential hazards, the level of risk, and the control measures needed.
- **Premises Risk Assessments:** Regular inspections of the various premises used to carry out Rye Youth Zone activities will be carried out to identify potential hazards such as trip hazards, fire risks, or faulty equipment.
- **Review of Risk Assessments:** Risk assessments will be reviewed annually, after any significant change in activities or the environment, or when identified as beneficial.

5. Safety Procedures

- **Fire Safety:**
 - Rye Youth Zone will comply with all fire safety regulations, including the provision of fire extinguishers, smoke detectors, and emergency lighting. These will be checked in all the venues used by Rye Youth Zone.
 - Fire drills will be held at least once a term, and all staff, volunteers, and young people must be familiar with emergency evacuation procedures.
 - Emergency exits must always be clearly marked, accessible, and free from obstruction.
- **First Aid:**
 - At least one trained first aider will be present at all Rye Youth Zone sessions.
 - A fully stocked first aid kit will be available and accessible at all times.
 - All accidents or injuries, however minor, will be recorded in the accident book, and parents/carers will be informed of any incidents involving their child.
- **Supervision:**
 - Adequate adult supervision will be provided for all activities, with a minimum ratio of one adult to every eight young people, depending on the age and needs of the group.
 - Staff and volunteers will be trained in child protection and safeguarding procedures.
- **Infectious Diseases and Illnesses:**
 - In the event of an outbreak of infectious diseases (e.g., flu, COVID-19), appropriate measures will be implemented to protect young people and staff, including isolation of ill individuals, regular handwashing, and cleaning of surfaces.
- **Administration of medication**
 - Staff are unable to administer any medication to members while at the Youth Club. We kindly request that parents or guardians ensure all necessary medication is taken prior to arrival or that they make alternative arrangements for medication management.
 - We encourage families to communicate any health concerns so we can offer appropriate support during their time with us.

6. Safe Use of Equipment

- All equipment used by young people and staff will be checked for safety before use. Damaged or unsafe equipment will be removed immediately.
- Activities involving tools, machinery, or other potentially hazardous equipment will only be carried out under supervision, with appropriate safety gear and instructions provided.

7. Safeguarding and Child Protection

- Rye Youth Zone is committed to safeguarding young people and will follow the Child Protection and Safeguarding Policy, ensuring that all staff and volunteers undergo

relevant checks (e.g., Enhanced DBS checks for Child Workforce) before being allowed to work with young people.

- Any concerns related to child protection will be dealt with immediately, and staff will be trained to recognise signs of abuse or neglect.

8. Health and Safety Training

- All staff and volunteers will receive appropriate training on health and safety matters, including emergency procedures, first aid, fire safety, and safeguarding.
- New staff and volunteers will receive an induction that includes health and safety procedures.

9. Reporting Accidents and Incidents

- All accidents, incidents, and near-misses must be reported immediately to the designated Health and Safety Officer and recorded in the accident book.
- All accidents, incidents, and near-misses will be reviewed, and measures will be taken to prevent recurrence.

10. Communication and Consultation

- Regular communication will take place with staff, volunteers, young people, and their parents/carers regarding health and safety matters.
- Staff and young people are encouraged to report any health and safety concerns, and their input will be taken seriously and acted upon.

11. Conclusion

- Rye Youth Zone is committed to ensuring that all activities are carried out in a safe and healthy environment. By adhering to this Health and Safety Policy, we aim to provide a safe place for young people to learn, play, and grow.

Policy Review

- This policy will be reviewed annually to ensure it remains up-to-date with any changes in legislation or practice.
- Rye Youth Zone will maintain a culture of continuous improvement in health and safety.

Approved by Sophie Thorpe and Caroline Drummond (RYZ Directors)

Date 8th of January 2025

Last review: 8th of January 2025

Next review: 8th of January 2026

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