

Health and Safety Policy

It is the general policy of The Making of Mashamshire to provide adequate control of the health and safety risks arising from our activities:

- We will provide, maintain and oversee safe and healthy working conditions, equipment and systems of work for all participants, staff and volunteers.
- We will provide such information, training and supervision as is needed for this purpose.
- We will ensure safe handling and use of hazardous substances, in line with COSHH regulations.
- We will ensure that all staff and volunteers are competent to do their tasks and to give them adequate training.
- The welfare of children, young people and vulnerable adults is central to all our work.
- Our policies and procedures in relation to safeguarding are outlined in our Child Protection and Safeguarding Policy.

This policy will be reviewed and revised as necessary.

Responsibilities

- Day to day responsibility for ensuring this policy is put into practice at The Making of Mashamshire is delegated to the Project Manager or Activity Lead at any given activity.
- All staff, volunteers and participants have a duty to:
 - co-operate with the Project Manager and Trustees on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own and others' health and safety
 - use equipment correctly in accordance with training and instructions
 - report all health and safety concerns to an appropriate person.

Risk assessment

- Risk assessments of activities and venues will be carried out at each new activity or annually by the committee. Responsibility for observing the decisions made in the risk assessment lies with all volunteers, staff and participants.
- The committee will check at quarterly intervals that the action/s have been taken and the risks have been removed/reduced.
- Risk assessments of each activity will be carried out by the Project Manager or Activity Lead planning that activity. They are responsible for liaising with all involved (including partner organisations and venue staff) to ensure hazards are dealt with as outlined in the risk assessment.

First aid and accidents

- Where one is not provided by the venue, the Making of Mashamshire First Aid Box will be brought to activities by the Activity Lead. The Project Manager is responsible for checking the contents every quarter.
- Every Lead will have up to date first aid training.

- All accidents are to be recorded in either the venue-specific Accident Book or the MOM Accident Book, located in the first aid box.

Behaviour management

- Children, young people and vulnerable adults will have an initial session with the Project Manager and/or Activity Lead (involving a carer or parent where appropriate) so they are fully aware of content of activity, expectations of behaviour and sources of support during and between activities.
- Participants displaying abusive or violent behaviour will be asked to leave the session.

Reasonable level of risk

We will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. Learning about risk management is a necessary part of growth and development. We therefore aim to protect participants from unnecessary and high risk, and provide guidance and support to help participants manage some risk for themselves.