

TEESDALE DAY CLUBS
Guideline
Number G08-1 Issue 05

Health and Safety Responsibilities

All trustees, staff, volunteers, members and visitors associated with the activities of Teesdale Day Clubs (hereafter referred to as “the charity”, “us”, “we” or “our”) have a responsibility for their own safety and for the safety of others. The following are specific responsibilities of different parts of the organisation.

1. Finance and Risk Committee

The F&R committee is responsible for:

- Maintaining and reviewing the Risk Register
- Providing procedures and guidelines that minimise risk
- Monitoring the progress of all actions identified for improvement to completion
- Identifying training requirements

2. Strategic Manager

The Strategic Manager is responsible for:

- Provision of identified health and safety training and promoting awareness of the Health and Safety Policy, procedures and guidelines to be followed by members, staff or volunteers
- Investigating and taking prompt action on health and safety issues raised by club members, staff or volunteers
- Ensuring that health and safety risk assessments, inspections and audits are performed and documented, and that any resulting actions for improvement are progressed to completion
- Ensuring that any accidents and ill-health occurrences at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- Implementing, with the Operational and Administrative Coordinator (OCA), emergency procedures for fire evacuation, first aid or other significant incidents
- Investigating any incidents or accidents and implementing action to avoid re-occurrence
- Ensuring that DBS (Disclosure and Barring Service) checks are performed on relevant personnel and are up to date

3. Club Leaders and Chefs

Club Leaders and Chefs are specifically responsible for:

- Conducting regular health and safety risk assessments, inspections and checks of premises, equipment and activities

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- Reporting promptly to the OCA or Strategic Manager any risks that arise from their assessments and inspections
- Implementing emergency procedures at a local level
- Reporting accidents and incidents promptly that happen to members, volunteers, themselves or another member of staff
- Ensuring that all H&S related forms, guidelines and checks are used accurately and consistently
- Ensuring that the Safeguarding and Protecting Adults policy and procedures are always followed

4. Volunteers

Volunteers are responsible for:

- Compliance with the Health and Safety Policy and any associated procedures and guidelines, or as instructed by the Club Leader or Chef
- Undertaking training mandated by trustees
- Raising any specific or urgent health and safety concerns with the Strategic Manager if these cannot be resolved at the local level.
- Reporting any incidents or accidents within 24 hours of occurrence to the Club Leader, or when this is not possible, or the matter remains unresolved, to the Community Services Manager, or to the Strategic Manager

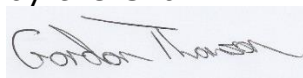
5. Members and Visitors

Members and visitors are responsible for:

- Raising any concerns with the Club Leader about their own health and safety or that of others, and any specific hazards they notice when taking part in any of our activities
- Compliance with any specific health and safety requirements as requested by a member of staff or detailed in any policy or guideline
- Raising with a member of staff the requirement for any accommodation of a special need or disability to ensure their own safety and comfort

Examples of reportable occurrences is provided in guideline G08-2 (General Guidelines).

Reviewed and approved by the Board of Trustees and signed on their behalf by the Chair:



Date: 6th April 2023