

THE ASSOCIATION OF TEESDALE DAY CLUBS

Guideline

Number G08-1 Issue 02

Health and Safety Responsibilities

All personnel and visitors associated with the activities of the Association of Teesdale Day Clubs have a responsibility their own safety and the safety of others. The following are specific responsibilities of different parts of the organisation.

Management Committee

The Management Committee is responsible for;

- Maintaining the Healthy and Safety Policy.
- Providing procedures and guidelines.
- Training and awareness.
- Investigating and taking prompt action on H & S issues raised by club members, staff or volunteers.
- Ensuring audits are performed and that findings are addressed.
- Ensuring that an ongoing Health and Safety Plan is in place and communicated.
- Investigating any incidents or accidents and taking action to avoid re-occurrence.
- Ensuring that CRB checks are performed on relevant personnel.

Staff and Volunteers

Staff and volunteers are responsible for;

- Compliance with the H & S Policy and any associated procedures and guidelines.
- Undertaking training mandated by the Management Committee.
- Raising any specific or urgent H & S concerns with the Management Committee if these can not be resolved at the local level.
- Reporting any incidents or accidents within 24 hours of occurrence to the General Manager or failing this, the Chairman or Community Worker.

Individual Club Leaders must incorporate a Health and Safety Section in all quarterly reports and perform and report regular audit checks of premises and activities.

Members and Visitors

Members, volunteers and visitors are responsible for;

- Raising any concerns on health and safety and/or specific hazards with a member of staff.
- Compliance with any specific health and safety requirements defined by the Association of Teesdale Day Clubs.

Approved by the Board of Trustees and signed on their behalf by the Chairperson:

Date;