

## **Kennington Memory Club Health & Safety Policy, Responsibilities and Reporting**

Kennington Memory Club (KMC) is committed to upholding excellent levels of health and safety in order to safeguard the health and well-being of all our members, staff, volunteers and carers and to providing activities in a safe environment without risk as far as is reasonably practicable.

The overall responsibility for the implementation of this policy rests with the Trustees, and the Chair, who is Health and Safety Representative. Day to day responsibility for ensuring this policy is put into practice, notably at club times, is delegated to the KMC Organiser.

All staff and volunteers will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

### **Policy**

KMC will:

1. maintain adequate insurance to cover possible liabilities and display the relevant Insurance Certificate publicly.
2. operate at all times within the requirements of the Kennington Methodist Church's Health & Safety Policy including Fire Safety.
3. ensure that any equipment that KMC provides is maintained in a safe condition and that instruction for its use is provided to staff and volunteers.
4. provide adequate control of the health and safety risks arising from our activities through a risk assessment process and ensure that a current Risk Assessment is in place at all times.
5. ensure that the relevant emergency procedures to be taken in the event of fire, accidents and illness are understood by staff and volunteers.
6. maintain an Accident Book for the recording of accidents and incidents and that these are investigated and reported in writing in a timely manner for the purpose of minimising the risk of them recurring.
7. ensure that all safety records, including the Accident Book, are stored securely.
8. ensure that a minimum of two qualified first aiders are present at all club meetings and those present know who they are.
9. ensure the safe storage, handling and labelling of any hazardous materials.
10. provide relevant information and encourage staff to undertake training relating to Health and Safety matters and Club operation and activities.
11. ensure that all Staff and Volunteers hold a current Disclosure and Barring Check (DBS) Certificate.
12. ensure emergency contact details for staff and volunteers is readily available.

# **Kennington Memory Club**

## **Health & Safety Policy, Responsibilities and Reporting**

### **Responsibilities**

#### **Trustees**

The Trustees of KMC are ultimately responsible for the Health and Safety policy and practice of the club. Their role is to:

1. ensure the Health & Safety Policy is reviewed annually and that roles are allocated for its enactment.
2. consider reports of accidents and illness and act upon any recommendations made to reduce the risk of their recurrence in a timely manner.
3. consider training needs and ensure adequate resources are allocated to Health & Safety training.
4. participate in Risk Assessments.
5. ensure that all safety records comply with the Principles of GDPR/Data Protection Act.

#### **KMC Organiser**

The KMC Organiser, or, if she is not present the Deputy Organiser or Acting Organiser, is responsible for co-ordinating the day to day implementation of the Health & Safety policy and procedures identified in the Risk Assessment. These responsibilities include:

1. notifying the Trustees of any Health & Safety issues, including first aid and fire safety, in a timely manner to the Health and Safety Representative on the Trustees.
2. the regular checking of the First Aid Box and for reporting any deficiencies.
3. ensuring sufficient first aid cover is present at sessions.
4. ensuring that all KMC activities are in compliance with the current Risk Assessment.
5. ensuring the Accident Book is kept secure and available during all sessions for the recording of accidents and incidents including "near misses".
6. identifying any need for revision of the Risk Assessment to the Trustees.
7. ensuring that all relevant Health & Safety information is included in inductions provided for new staff and volunteers.
8. consulting with staff on day-to-day health and safety conditions and providing advice and supervision on occupational health.

#### **Staff and Volunteers**

All staff and volunteers are obliged to take reasonable care for their own health and safety, and for that of others and to co-operate with KMC with respect to health and safety matters. Staff and volunteers are required to:

1. report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to the KMC Organiser or designated trustee either verbally or via email.
2. conform to all instructions, written or verbal given to promote personal safety and the safety of others.

## **Kennington Memory Club Health & Safety Policy, Responsibilities and Reporting**

3. be sensibly and safely dressed for their particular task, location and conditions.
4. avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights).
5. not to bring into KMC without the appropriate authority, any tool, or item of equipment which may be hazardous to the health and safety of themselves or others.
6. report to the KMC Organiser or a Trustee all accidents, whether injury was sustained or not, including any incidents of violence and aggression, ensuring that the report maintains respect for those involved and confidentiality, as far as is possible.
7. attend and participate in training as requested by the Trustees.
8. be aware of the emergency evacuation procedures and position of fire exits and assembly point.
9. keep up-to-date with any changes to KMC's Health & Safety Policy.
10. follow the rules set by Kennington Methodist Church Council for the rental of the premises and ensure that the highest standards of hygiene and cleanliness are maintained at all times.

### **Accident Reporting**

It is the responsibility of the Trustees to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all staff and volunteers comply with the following:

1. all accidents (and 'near misses') are recorded on an Accident Form and are logged in the Accident Book.
2. all accidents are investigated by the KMC Organiser together with at least one Trustee and a record of the investigation is made on the relevant Accident Form.
3. corrective action is taken to prevent a recurrence.
4. Report Forms and records of reportable accidents and incidents are kept securely.

Signed on behalf of the Trustees:

Name..... Chairperson, KMC Health and Safety Representative

Signature.....Date.....

Name..... KMC Organiser

Signature.....Date.....