

Cambridge Joint Playschemes

Registered Charity Number 1045987

Health and Safety Policy August 2023

Principle

Cambridge Joint Playschemes ('CJP')'s policy is to take all reasonable steps to provide and maintain safe and healthy working conditions and systems for our employees, volunteers and service users. We will endeavour to provide relevant information, training and supervision as required for health and safety purposes. We also accept responsibility for the health and safety of service users, visitors, and Trustees and Management Committee members. Health and safety considerations take precedence over every other consideration. All employees, volunteers, Trustees and members of the Management Committee are required to contribute to the implementation of this policy.

Employer responsibilities

- 1 The Chair of the Trustees and Management Committee has primary and overall responsibility for health and safety matters.
- 2 A nominated member of the Trustees and Management Committee is responsible for this policy to be implemented and to be reviewed annually.
- 3 The Activity Club/Playscheme Manager is responsible for health and safety during Saturday Activity Clubs and holiday playschemes. In the absence of the Activity Club/Playscheme Manager a nominated staff member will act as Deputy and assume responsibility.
- 4 CJP is responsible for ensuring that health and safety concerns are acted upon, where practical, with immediate effect.
- 5 Relevant risk assessments will be conducted and action taken as required to maintain healthy and safe working practices. This includes taking into account the specific needs of individual service users and facilitating appropriate training for staff.

Employee Responsibilities

- 1 All staff and volunteers have a duty to ensure the health and safety for themselves, other members of staff, volunteers and the children and young people in their care.
- 2 Staff and volunteers are required to act upon any health and safety directive issued and attend training as required.
- 3 No member of staff, volunteers or committee member shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- 4 Staff, volunteers and committee members must report all health and safety concerns including any accidents, incidents or damaged/dangerous property, equipment and situations as soon as practically possible