



Health and safety procedures

Edgmond Wildlife Group is committed to providing a healthy and safe environment in which staff, volunteers and young people can enjoy the activities of the group.

Edgmond Wildlife Group endeavours to comply with the Health and Safety at Work Act 1974 and subsequent amendments and additions. The group understands that the act covers the health and safety of employees, volunteers, committee members, self-employed workers, members of the public, and other people carrying out work under contract or temporarily working on the premises.

Edgmond Wildlife Group will comply with Health and Safety regulations following the advice and guidance given by the Health & Safety Executive.

<http://www.hse.gov.uk/legislation/hswa.htm>

Responsibilities

The management committee understands and accepts its responsibility to ensure a healthy and safe environment in which its committee members, members and volunteers and participants can enjoy the activities of the group. They will do this by:

- Providing and maintaining machinery, equipment, and systems of work that are safe and without risk to health
- Provide training and supervision to ensure everyone's safety
- Providing and maintaining a safe working environment
- Maintaining safe access and exit to the workplace
- Maintaining work places in a safe condition

Committee members, members and volunteer responsibilities:

- Co-operate with health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own and others health and safety
- Report all health and safety concerns to the leader in charge or the management committee
- Involve young people in health and safety matters

Publicising our policy

Edgmond Wildlife Group will:

- Have a written health and safety policy
- Have a procedure for putting the policy into place
- Inform all staff and volunteers of the policies and procedures and of any revisions

Issues to consider in the group:

Edgmond Wildlife Group draws attention to Health and safety issues that need to be considered in the running of the club which may include:

- What to do in case of fire, drills and notices
- Fire drill record book
- Annual check of all fire-fighting equipment
- Fire risk assessment
- First aid box
- Accident book
- First aid training
- Manual handling
- Storage and use of hazardous substances
- Inventory list and annual check system
- Annual checks (PAT) of electrical equipment
- Regular visual inspection of all equipment
- Risk assessment of events and activities

Ratios of adults to young people

Edgmond Wildlife Group understands that although there is no set ratio, leaders need to consider the following before progressing with an activity or event:

- Committee member, members/volunteers should never work on their own with young people
- Committee member, members/volunteers young people ratio should vary depending on a variety of issues including the maturity of the group, the venue or the activity
- Where there is a mixed sex group Edgmond Wildlife Group will endeavour to provide male and female leaders

Private cars

If young people are to be transported in private cars (other than in their parent or guardian's) then the following steps will be taken:

- Gain written parent/guardian consent
- Never allow one adult : one child ratio
- Advise drivers they need to check their insurance cover