

Fearless Girls Club CIC Health and Safety Policy

1. General statement of policy

Our policy is to provide and maintain a safe and healthy environment for all of those affected by our activities, especially children and their families, volunteers and visitors to our club sessions and workshops.

The policy will be kept up-to-date, particularly as our settings and project change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year. Fearless Girls Club CIC has public liability and professional indemnity insurance.

2. Aim

We aim to make children, parents and volunteers aware of health and safety issues and to minimise the hazards and risks to enable everyone to thrive in a healthy and safe environment. Overall and final responsibility for health and safety is with Elle Wilks and Kate Cooper, Co-Founders of Fearless Girls Club CIC.

3. Volunteer and staff responsibilities

Fearless Girls Club CIC has two Co-Founders and is supported by volunteers. They will all ensure that health and safety remains our first priority. Each individual is responsible for health and safety, and must notify the appropriate person named above if they notice a health and safety problem that they are not able to rectify.

The Co-Founders have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed and the appropriate policies are in place and implemented.

As an organisation we will strive to:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that volunteers are competent in the work in which they are engaged.

4. Premises and outdoor space

We will abide by regulations as laid out in current legislation when it comes to the health and safety of premises and outdoor space we use. We make a commitment to ensure our premises, outdoor space and equipment are safe and appropriate for their use.

5. Materials and equipment

We believe a child's experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be child-friendly and without exception the manufacturer's instructions of their use will be followed.

6. Supervision

We will abide by current legislation in regards to necessary qualifications, recruitment and vetting of volunteers and their induction training.

7. Record keeping

We will abide by current legislation in regards to documentation, providers' records, registration and information on children, volunteers and visitors. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

8. Fire

We will abide by current legislation in regards to our settings' roles and responsibilities in the event of a fire, including having the appropriate fire detection and control equipment which is in working order where the safety of the children and workers is the top priority. We will also complete a fire risk assessment for all hired premises.

We will make ourselves aware of the fire exits and fire evacuation procedure in any venue we are running from and make sure parents and children are also aware.

9. Local inspector

Health & Safety Executive
Tel: 0845 300 9923
<http://www.hse.gov.uk/aboutus/>

Last reviewed: 12/07/2024