



Hastings Thrives

Health and Safety Policy

Hastings Thrives considers health and safety to be of utmost importance. The charity has appropriate insurance cover, including employer's liability insurance and public liability insurance.

As Hastings Thrives has no premises and carries out its activities and training in hired premises such as schools, this policy only refers to health and safety compliance of those commissioned to work by the charity or to the premises hired.

The health and safety officer designated to ensure compliance is Laura Carter (trustee)

Requirements of premises are:

- That the premises comply with Health and safety at work procedures
<http://www.hse.gov.uk>
- That the premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- That the venue is for the sole use of the charity
- That a working telephone is always available on the premises.

These will be checked at the time of booking.

Requirements of those commissioned to work by the charity:

- Health and safety requirements of venues are shared with those commissioned to carry out training or lead activities
- They understand and follow the health and safety procedures of any venue and share the information with those taking part in any activity or event **at the beginning of each session.**
- Take reasonable care for the health and safety of themselves and others while running training or events
- Maintain a safe working environment
- Report all accidents and incidents which have caused injury or damage or may do so in the future. These are to be recorded and, if appropriate, relevant agencies including child protection agencies, are informed.
- Undertake relevant health and safety training when required to do so by the health and safety officer.

- Have DBS clearance to work with vulnerable people. (In accordance with Hastings Thrives safeguarding policy)
- If the activity is taking place in school holidays or not in normal school hours activity leaders will have full contact details for each child participating.
- If the event is held during term time during school hours the school office will be able to provide this information.

Security

All participants under the age of 16 are not allowed to leave the premises during any training or sessions. Adults are free to leave if required.

Food and personal hygiene

- Those commissioned to work are expected to maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection. This would also include refusing to accept a child for a session that is clearly showing signs of infection such as high temperature/rash.
- Those commissioned to work will ensure children wash their hands before handling food and drink or after using the toilet.
- Waste from food consumed on the premises will be disposed of safely and bins are kept covered.
- Cuts and abrasions (whether on adults or children) are kept covered.

This policy approved	AGM 27 June 2019
To be reviewed: June 2020	Signed: