

# **The Brunswick Club for Young People**

## **Health and Safety Policy**

### **Legal Framework**

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 (HASAWA), the Regulatory Reform Fire Safety Order 2005, the COSHH regulations 2002, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **Statement**

This is the Health and Safety policy statement of The Brunswick Club for Young People

The aim of the Brunswick Club for Young People is to provide a safe and friendly environment in which young people can develop their physical, creative, mental, and social skills through their leisure time activities.

Our statement of general policy is

- To provide adequate control of the Health and Safety risks arising from our work activities
- To consult with our employees and volunteers on matters affecting their Health and Safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, and supervision for workers
- To ensure all workers are competent to do their tasks and to give them adequate training
- To prevent accidents and work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

### **Covid-19 Update**

We will adopt health and safety arrangements regarding COVID-19 in line with Health & Safety legislation, current government guidance, and sector specific guidelines. In particular, we will follow the guidelines of the National Youth Agency (NYA) and the Football Association (FA) in relation to the appropriate management of our premises and the safe delivery of our services.

### **Responsibilities**

Overall and final responsibility for Health and Safety is that of the Chairman of the Management Committee

Day to day responsibility for ensuring this policy is put into practice is delegated to the Club Manager

To ensure Health and Safety standards are maintained and improved and any concerns about health, safety, risk, and fire risk are acted on, the following people have responsibility in these specific areas:

	Name		Responsibility
<b>1</b>	Michel Dunning	Chairman	Health and Safety, Risk & Fire Risk Assessment
<b>2</b>	Nicholas N. Browne	Secretary	Health and Safety, Risk & Fire Risk Assessment
<b>3</b>	Philip Witheridge	Treasurer	Health and Safety, Risk & Fire Risk Assessment
<b>4</b>	Danny Volino	Club Manager	Health and Safety, Risk & Fire Risk Assessment

All employees and volunteers must

- Cooperate with supervisors and managers on Health and Safety matters
- Not interfere with anything provided to safeguard their Health and Safety
- Take reasonable care of their own Health and Safety
- Report all Health and Safety concerns to an appropriate person (as detailed above)

### **Health and Safety risks arising from our work activities**

Our approach to managing risk is via our Health & Safety Inspections and Risk Assessments

### **Consultation with employees and volunteers**

- We consult with our employees and volunteers through regular staff meetings
- The employees' and volunteers' representative is Danny Volino

### **Safe plant and equipment**

The Premises Manager will be responsible for

- Identifying all plant / equipment needing maintenance and / or safe storage.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all plant / equipment is covered by the Club's insurance.
- Ensuring equipment is safely stored in locked storage facilities (list attached).
- Checking that new plant and equipment meets Health and Safety standards before it is purchased.

The Club Manager will be responsible for

- Ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to the Club Manager.

### **Safe handling and use of substances (COSHH)**

We looked at the use of chemicals in the workplace and established that we only use proprietary products such as paints and cleaning materials and confirmed that if the following points were followed, this would be sufficient to comply with the legislative requirements:

- Follow the usage instructions on the containers
- Use and select personal protective equipment (PPE) as advised by the manufacturer
- Follow the storage information, taking account of any particularly vulnerable group like children
- Ensure this safety information is not obscured in any way
- Instruct any employees or volunteers on the safe use of the chemicals including the requirement to use the relevant PPE.

### **Asbestos**

- An asbestos register of known or presumed asbestos on site and a management plan for that asbestos has been drawn up and is maintained by the Premises Manager. This register and plan will be made available to all contractors working on site.
- The Premises Manager will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos.
- Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.
- Contractors will be properly informed about asbestos in any part of the building they work in and given access to the asbestos register before commencing work involving drilling, cutting, or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.
- Employees and volunteers are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

### **Gas**

All gas supplies should be installed by a Gas Safe Registered gas fitter. Gas supplies to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured and protected from unauthorised interference.

### **Electrical Equipment**

- Prior to use all portable electrical equipment should be visually inspected by employees or volunteers to identify any damage to the equipment, plug or cable. If defects are identified, then the equipment is to be put out of use until it is checked to ensure safe operation, or the defect is remedied.
- Portable electrical equipment, including the personal property of employees and volunteers on Club premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

- The Premises Manager will ensure that all electrical equipment is constructed and maintained to prevent danger as far as is reasonably practicable and complies with the standards detailed in the Electricity at Work Regulations 1989.

### **Display Screen Equipment**

All employees and volunteers will be informed of the various ill health conditions associated with the use of display screen equipment and the correct use of computers, positioning of desks, chairs and screens etc. to avoid these problems.

### **Manual Handling**

Manual handling is defined as the transporting or supporting of heavy or large items or lifting or supporting people.

- The Club Manager is responsible for informing employees and volunteers of safe lifting techniques.
- Employees and volunteers are reminded to reduce loads whenever possible and to seek assistance if necessary. Wherever possible manual handling will be avoided or done by mechanical means, so that the risk of injury is reduced.
- All employees and volunteers that carry out unavoidable manual handling tasks on a regular basis will be trained. Only employees and volunteers who have received manual handling training are to participate in tasks involving the lifting of persons.
- Under no circumstances will young people be allowed to move heavy items of furniture or equipment

### **Lone Working**

The Brunswick Club for Young People recognises there will be instances where employees and volunteers will have to work alone and / or out of view of other colleagues. Please refer to the Club's "Lone Working Policy" which outlines what we consider to be safe professional practice when faced with lone working situations.

### **Staff:Child Ratios**

#### *Building based work*

- There should be a minimum of three staff in the building when working with children and young people of any age.
- There should be a minimum of 1:15 staff to children when working with children in school years 3 to 6 in the building.
- There should be a minimum of 1:20 staff to young people when working with young people in school years 7 and above in the building.

#### *Off-site work*

- There should be a minimum of two staff when working off-site with children and young people of any age.

- There should be a minimum of 1:7 staff to children and young people when working off-site with children and young people of any age.

#### *Variations*

- Depending on the needs and abilities of the children and young people, and the nature of the work being undertaken, there may need to be more staff than the minimum specified above. This should be determined at the risk assessment stage for all activities.

#### **Risk Assessments**

Risk Assessments will be carried out for all activities by the Club Manager and one other member of staff and will be reviewed annually.

Information regarding individuals' needs must be used to inform risk assessments as per the attached guidance provided by the National Youth Agency: "Supporting Individual Needs from a Health and Safety Perspective." (Appendix A)

#### **Information, instruction, and supervision**

- The Health and Safety law poster is displayed on the notice board at ground floor level opposite the stairs.
- Leaflets and other information are available from the Club Manager.
- Safety information for children and young people should be displayed on the appropriate notice boards in the Youth Activity area of the Club.
- Health and Safety advice is available from the Chairman of the Management Committee.
- Supervision of workers and trainees will be arranged / undertaken by the Club Manager.
- The Chairman of the Management Committee is responsible for making sure that our employees and volunteers working at other locations under the control of other employers are given relevant Health and Safety information.

#### **Competency for tasks and training**

The Chairman of the Management Committee and / or the Club Manager will ensure:

- All employees and volunteers are given induction training / safety briefings, as well as provided with appropriate supervision and support on all Health and Safety matters pertaining to the activities of the Club, both on and off-site.
- Where specific jobs require specialist training, that specialist training will be provided.
- All young people are given safety briefings, as well as provided with appropriate supervision and support, on all the activities of the Club, both on and off-site.
- All equipment provided is safe and acceptable for use by employees, volunteers, and young people.
- The use of all potentially dangerous equipment (cues, gym equipment, knives, scissors, etc.) will be monitored by an appropriate staff member to prevent misuse and/or endangering persons present in the Club.

**Accidents, Incidents, First Aid, and work-related ill-health**

The First Aid box(es) are kept in the Kit Room and restocked by the Club Manager.

All accidents and cases of work-related ill-health are to be recorded in the accident book. The accident book is kept by the Club Manager in the Brunswick Club office.

All incidents, other than accidents and cases of work-related ill health, are to be recorded in the incident book. The incident book is kept by the Club Manager in the Brunswick Club office.

**Reporting incidents and record keeping (RIDDOR)**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require employers and people in control of work premises to report certain serious workplace accidents, occupational diseases, and dangerous occurrences.

The reportable incidents under RIDDOR include:

- Workplace deaths (excluding suicide).
- Injuries to workers that result in incapacity for more than seven consecutive days.
- Injuries to non-workers that result in them being taken directly to hospital for treatment, or specified injuries to non-workers that occur on hospital premises.
- Occupational diseases.
- Certain 'dangerous occurrences' (near-miss incidents).
- Incidents involving gases.

In reporting the incident, the following must be included:

- The date of the report.
- The date, time, and location of the incident.
- Personal details of the person reporting the incident; name, job title, DOB, contact number.
- Club details; name, address and contact details.
- Personal details of all those involved; name, job title, DOB, contact number.
- A thorough description of the injury, illness, or occurrence.

Times and methods of reporting:

- Incidents should be reported online to the Health and Safety Executive (HSE) within 10 days of an incident.
- For fatal accidents or specified injuries reports can be made over the phone.
- Accidents resulting in incapacity for more than seven consecutive days should be reported within 15 days of an incident.
- Cases of occupational disease should be reported once a confirmed diagnosis has been made.

For more detailed information, please visit the HSE website: [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

## **Monitoring & Reporting**

The Club Manager is responsible for:

- Reporting accidents to the appropriate authorities.
- Investigating work related cases of sickness absence.
- Acting on any investigation findings to prevent a recurrence.

## **First aid training**

- There should be a minimum of one first aid trained member of staff present during all Brunswick Club activities, both on and off-site.
- First aid qualifications should be at the level of Emergency First Aid at Work (EFAW), First Aid at Work (FAW), or higher and provided by an accredited training provider.
- First Aid training should be provided for all staff at least once every three years.

**The appointed persons / first aiders are:**

**ANGELA QUINN, JJ CORCORAN, SHARON STEWART**

## **Fire and emergency**

In the event of an emergency, the procedure is as follows:

- For the employee, volunteer or young person discovering the fire, they should notify the whole building by setting off the fire alarm if they have not done so already.
- All persons present on the premises should evacuate the building through the nearest available fire exit, leaving all personal belongings behind if necessary.
- All persons from the Brunswick Club should assemble outside the Club gates in St Thomas' Way, where a register will be taken to ensure all persons present at the Brunswick Club have left the premises.

## **Fire safety responsibility**

- The Chairman of the Management Committee is responsible for making sure that a Fire Risk Assessment is carried out and implemented.
- Escape routes, fire doors, and fire blankets are checked by the Club Manager / Premises Manager every week.
- The fire extinguishers are maintained and checked by Premier Fire Protection annually.
- Fire alarms are tested by the Club Manager / Premises Manager every week.
- Emergency evacuation will be tested every six months by doing an evacuation drill.
- The premises Manager will keep a log of the above checks / tests / drills.
- It will be the responsibility of the Fire Marshall to notify the Fire Brigade in the event of a fire and pass all relevant information on to the Fire Brigade once they have arrived.

**The appointed Fire Marshall is:**

**DANNY VOLINO**

### **Personal Emergency Evacuation Plans (PEEPs)**

A Personal Emergency Evacuation Plan (PEEP) is used to document how children, young people, and adults will be evacuated when they have difficulty responding to a fire alarm or escaping from a building unaided. Each PEEP must be specific to the individual and their needs. It must consider the following points:

- The individual. What is the issue and how can they be helped?
- How will they get to a place of safety (the fire assembly point)?
- What do we need to do in terms of equipment or procedures to help them?
- Do they need help to aid their evacuation?
- Do they / their parents or carers agree with the plan?
- Has it been properly communicated to all involved with the plan?

Not all risk can be completely mitigated, but it can be managed by identifying areas where evacuation might be problematic and providing relevant information and instructions.

When a PEEP is identified as necessary, it should be completed by the Club Manager at the earliest possible opportunity using the appropriate form attached. (Appendix B for a child or young person. Appendix C for an adult.)

### **Lockable Storage Facilities**

Lockable storage facilities are located in:

Martial Arts Room	Tae Kwon Do equipment
Kitchen	Nursery kitchen equipment / Youth club kitchen equipment
Youth Activity Area	Nursery equipment
Main gym	Table tennis equipment
Reception Storage Room	Youth Club equipment
Changing Room	Bibs, balls, goal keepers' gloves / Lost property
Kit Room	Football kit, football equipment
Fitness Gym	Fitness equipment
Cleaning Cupboard	Cleaning equipment
Premises Manager's office	Tools
Office	Office equipment, stationery / Personnel and confidential files
Storage Room (on roof)	Nonchemical cleaning equipment and materials / Archive material

**Consultation and Commitment to Review**

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 20<sup>th</sup> January 2025.

This policy will be reviewed by the Management Committee in January 2026.

**Appendix A: Supporting Individual Needs from a Health and Safety Perspective  
(National Youth Agency)**

**Appendix B: Personal Emergency Evacuation Plan – Child or Young Person**

**Appendix C: Personal Emergency Evacuation Plan – Adult**

## APPENDIX A

### Supporting Individual Needs from a Health and Safety Perspective (National Youth Agency)

It is essential that youth work organisations understand the individual support needs of all individuals participating in programmes or accessing services in advance, including young people and workers. Organisations should carefully review all information received from young people prior to a programme (i.e., application forms or similar), and pay note to any pre-existing conditions or accessibility requirements that have been disclosed.

Examples could include the following:

- Pre-existing medical conditions such as asthma, allergies, known mental health concerns and any medication necessary to manage any of these.
- Dietary requirements, including food allergies and cultural/religious beliefs.
- Access and mobility needs.
- Previous injuries relevant to or that could be affected by the activity.
- Educational and learning needs such as dyslexia and autistic spectrum disorders.
- Behavioural needs such as history of absconding or violence.

Organisations should equally ensure that they gather information from their workers to enable their individual support needs to be met. HR processes should be consulted as applicable and should bear in mind that appropriate support measures for workers may differ from those for young people.

Organisations should take all reasonable steps to fully understand individual support needs and medical conditions as applicable and are responsible for determining what information they require to fully understand an individual's needs.

If organisations determine that they would benefit from seeking further information from the individual's GP or specialist this should be done in consultation and with the prior agreement of the individual and parent/carer as applicable. Organisations should also consult with venues and activity/transport providers if applicable to confirm and ensure that support needs can be met throughout the programme. This should be done and assured in advance.

Information regarding individuals' needs must be used to inform the specific risk assessment for the programme or service delivery to ensure that they do not pose additional risk or affect the use of or access to safety equipment or emergency procedures. Senior staff with responsibilities for health and safety should be involved in the review of information and any judgements about whether support needs can be reasonably met. Where difficult decisions are made about an individual's participation in a programme because of safety concerns and where adjustments cannot, after detailed consideration, be made reasonably, organisations should provide transparency and look to reach an agreement with the individual and parents/carers.

Organisations must uphold their duties against all forms of discrimination in adherence with the Equality Act 2010 and ensure that decisions are made purely based on risk and their ability to adequately safeguard individuals.

Organisations should ensure that they are aware of any protected characteristics (as below) which may affect safety considerations such as the use of PPE (Personal Protective Equipment e.g., helmets, safety harnesses or buoyancy aids) or the ability to understand and respond to safety instructions or emergency evacuation procedures (e.g. reduced mobility/sensory impairments/understanding of English language)

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Pertinent medical and personal information for all young people and workers should be communicated and made readily available to delivery workers (those in direct contact with young people) on the programme to support any incidents or emergency situations.

This information and sensitive data should be kept to a minimum and be managed very carefully and securely in accordance with data protection policies and regulations.

**APPENDIX B****Personal Emergency Evacuation Plan (PEEP) Child / Young Person**

<b>Date of PEEP:</b>					
<b>Date to be reviewed:</b>					
<b>New PEEP</b> (tick as appropriate)		<b>Revised (change in circumstance)</b>		<b>Annual update</b>	

<b>Name of child / young person:</b>	
<b>D.O.B.:</b>	
<b>PEEP Lead:</b>	
<b>Those involved in developing the PEEP:</b>	

<b>Consider</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the child/young person have difficulty identifying or reading emergency exit signs?			
Does the child/young person experience difficulties in hearing the fire alarm?			
Is the child/young person likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the child/young person experience difficulty in using stairs?			
Is the child/young person dependent on a mobility aid for walking or a wheelchair?			
If the child/young person uses a wheelchair, do they have difficulty transferring from this without assistance?			

<b>Can the child/young person raise the fire alarm upon discovering a fire?</b>		Yes	No	
<b>If no, detail the procedures agreed with the child/young person about how they will inform someone of this:</b>				
<b>How is the child/young person to be informed of an emergency evacuation?</b>				
Existing alarm		Visual alarm		
Vibrating pager		Other (specify)		
<b>Provide details of how the child/young person would know if there was a fire:</b>				
<b>Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included:</b> (consider attaching a building plan with all routes clearly marked)				
<b>Provide details of the persons designated to assist the child/young person in the evacuation and the nature of assistance to be provided by each person:</b>				
<b>Provide details of the methods of assistance (e.g. transfer procedures and methods):</b>				
<b>Equipment provided for use during evacuation:</b> (include details of where this is stored)				
<b>Training in use of equipment provided by:</b>				
<b>Persons receiving training:</b>				
<b>Date:</b>				
<b>Date to be reviewed:</b>				
<b>Comments:</b>				

<b>Final Check by Competent Person</b>	<b>Yes</b>	<b>No</b>
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for fire evacuation?		
Has the fire safety competent person informed all relevant staff of these arrangements?		

**If no to the any of the above, please explain and detail next steps:**

**Record the length of time of practice evacuation:**

<b>I am aware of the emergency evacuation procedures, and I agree with the plan set out above.</b>	Signature of parent/carer
<b>I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis.</b>	Signature of Club Manager

**The completed Personal Emergency Evacuation Plan should be held:**

- **By the Club Manager (Responsible Person for Fire Safety)**
- **By the Fire Marshall (this may be the responsible person)**

## APPENDIX C

### Personal Emergency Evacuation Plan (PEEP) Adult

<b>Date of PEEP:</b>					
<b>Date to be reviewed:</b>					
<b>New PEEP</b> (tick as appropriate)		<b>Revised (change in circumstance)</b>		<b>Annual update</b>	

<b>Name of person:</b>	
<b>D.O.B.:</b>	
<b>PEEP Lead:</b>	
<b>Those involved in developing the PEEP:</b>	

<b>Consider</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the person have difficulty identifying or reading emergency exit signs?			
Does the person experience difficulties in hearing the fire alarm?			
Is the person likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the person experience difficulty in using stairs?			
Is the person dependent on a mobility aid for walking or a wheelchair?			
If the person uses a wheelchair, do they have difficulty transferring from this without assistance?			

<b>Can the person raise the fire alarm upon discovering a fire?</b>		<b>Yes</b>	<b>No</b>	
<b>If no, detail the procedures agreed with the person about how they will inform someone of this:</b>				
<b>How is the person to be informed of an emergency evacuation?</b>				
<b>Existing alarm</b>		<b>Visual alarm</b>		
<b>Vibrating pager</b>		<b>Other (specify)</b>		
<b>Provide details of how the person would know if there was a fire:</b>				
<b>Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included:</b> (consider attaching a building plan with all routes clearly marked)				
<b>Provide details of the persons designated to assist the person in the evacuation and the nature of assistance to be provided by each person:</b>				
<b>Provide details of the methods of assistance (e.g. transfer procedures and methods):</b>				
<b>Equipment provided for use during evacuation:</b> (include details of where this is stored)				
<b>Training in use of equipment provided by:</b>				
<b>Persons receiving training:</b>				
<b>Date:</b>				
<b>Date to be reviewed:</b>				
<b>Comments:</b>				

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for fire evacuation?		
Has the fire safety competent person informed all relevant staff of these arrangements?		

**If no to the any of the above, please explain and detail next steps:**

**Record the length of time of practice evacuation:**

<b>I am aware of the emergency evacuation procedures, and I agree with the plan set out above.</b>	Signature
<b>I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis.</b>	Signature of Club Manager

**The completed Personal Emergency Evacuation Plan should be held:**

- **By the Club Manager (Responsible Person for Fire Safety)**
- **By the Fire Marshall (this may be the responsible person)**