



Patron: The Duke of Richmond and Gordon

HEALTH & SAFETY POLICY

The Board of Trustees of the Chichester Boys' Club CIC is committed to providing activities in a safe environment without risk as far as is reasonably practicable.

The overall responsibility for the implementation of this policy rests with the Chairman of the Trustees, with day responsibility for ensuring this policy is put into practice being delegated to the serving administrator of Chichester Boys' Club.

The leaders of all Centre Users will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

The Board of Trustees will:

- Take out and maintain adequate insurance to cover all possible liabilities, whether within or without the premises whilst conducting the business of the organisation.
- Provide equipment that is maintained in a safe condition at all times
- Ensure that assessments are carried out in accordance with the Risk Assessment Policy
- Ensure that fire drills are undertaken on a regular basis
- Establish emergency procedures to be taken in the event of fire, incidents, accidents and illness and ensure details are displayed prominently on the premises
- Maintain necessary health and safety records (e.g. Accident Book)
- Ensure that a First Aid box is regularly checked and its location known to all leaders of centre users.
- Make Emergency Aid Training available to all volunteers and employees under their jurisdiction.
- Ensure the safe storage, handling and labelling of any hazardous materials
- Provide relevant information and encourage leaders to undertake training relating to Health and Safety matters

The following procedures and details need to be included as follows:

- Emergency procedures for fire, incidents, accidents, illness
- List of first aiders
- Up to date useful telephone numbers to hand

This policy was adopted on 20 September 2023

34a Little London · Chichester · PO19 1PL · chichesterboysclub@outlook.com · 01243 782462

This policy will be reviewed annually by the Board of Trustees.

On behalf of the Board of Trustees
Michael H Turner



Chairman of Board of Trustees
(Signed)

20 September 2023

IN AN EMERGENCY CONTACT -

Michael Turner, Chairman
01243 542585
07429 618040
Email: turnermichael526@gmail.com

Bruce Brechin, Treasurer & Trustee
01243 786514
07394 069692
Email: bhbrechin@gmail.com