Health & Safety Policy

Introduction
BiG KIDS has a responsibility to ensure the health & safety of its staff, volunteers, participants, and the general public. BiG KIDS will provide clear instruction and reasonable policies in an effort to ensure safe working conditions, prevention of fire, and safety to all within the working environment in the event of an accident.

All employees, volunteers, team members and the board of trustees have a responsibility to adhere to the practices outlined in this document, acknowledge and cooperate in reducing the risk of hazards in an effort to allow for a safe working environment, reducing the risk of harm to themselves and others.

1. **Adoption of Policies within the venue we are at.**
   As BiG KIDS uses a variety of spaces, churches, schools etc, we adopt the policies of each venue when we are there.

   Staff and Volunteer Records
   Confidential records detailing names, addresses, contact details will be maintained. Original copies of the "Declaration of policy agreement", references and any other relevant information will also be securely held by BiG KIDS. Volunteer and Staff records are confidential and each Team Member will have access to their own personal records in accordance with data protection.

   Staff and Volunteer Expenses
   BiG KIDS values its Team Members and wants to ensure that there are no barriers to volunteering and working with us, therefore BiG KIDS agrees to reimburse reasonable out of pocket expenses when receipts or evidence of cost is provided up to a value of £100, anything more than this should be pre-approved by trustees.

   Health & Safety
   BiG KIDS has a valid insurance policy so that volunteers and staff are covered by public liability insurance, which you are advised to read. It covers the activities you will be doing. We will keep reminding you of our Health & Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on field sites.

   Resolving Problems
   BiG KIDS feels it is important that problems or complaints are dealt with fairly, openly, and consistently. If a Volunteer/Staff has a complaint about the organisation,

a member of staff or another volunteer it should be brought to our attention promptly.

BiG KIDS would hope to resolve any issues arising around Volunteer/Staff behaviour or conduct informally. Often problems are simply due to training needs, lack of support, mismatched roles etc. (please see the grievance procedure in the Team Policy)

2. **Preventing Accidents**
   On introductions to the session meetings, we make new staff/volunteers aware of the safety procedures in place to ensure their safety and the safety of the young people attending. Any accidents that may occur are recorded by both the event host and ourselves. Each BiG KIDS run session operates within a generic risk assessment template ensuring all risk of accident is reduced. All sessions are reflected upon during the after session debrief which is also where any concerns regarding risks will also be recorded.

3. **Preventing Fire Hazards**
   The venues we use have their own policies on what to do in the event of a fire which BiG KIDS will adhere to. BiG KIDS staff are not trained in using a fire extinguisher, and should not, therefore, attempt to use one. In the event of a fire BiG KIDS Staff and Volunteers should calmly and safely direct the young people out of the building via the closest clearly marked Fire exit and congregate at the designated assembly point. With one nominated member of the Staff to sweep the area we are using to ensure everyone has evacuated the building and a staff member outside to do a roll call to ensure everyone has congregated at the correct place.

4. **Prevention of risk/accident**
   There will always be a Project/Team Lead and a minimum of 2 responsible adults per session. Staff and volunteers will be expected to take safety precautions coordinated by the Project/Team Lead. Precautions will include;
   - Team Lead to have a working mobile phone
   - Team to be accountable to another member of the team with knowledge of their whereabouts and to make known when the session has begun and ended.
   - An accountable person to be made aware of any accidents or emergencies and they must be recorded on that evening.
   - Useful numbers available to Project/Team lead, including emergency services and the police.
   - Personal numbers not to be given out to young people.

5. **Review of Health & Safety Policy**
   The policy will be reviewed annually.

6. **Responsibilities and Actions**
   The senior staff (Ste Corner, Sam Durant & Debbie Smith) will review the policy annually and advise the Trustees on any changes they feel need to be made.