

Health & Safety Policy

This policy was written with guidance from Up For Yorkshire

This policy was created in **March 2025**

This policy was last updated in **March 2025**

This policy is due for review no later than **March 2026**

1. Preface

- a. For the purposes of this document:
 - i. 'The Board' refers to the trustee board of Selby CoderDojo
 - ii. 'The Dojo Champion', as of the latest update is John McAtominey

2. Introduction

- a. The board has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of trustees to uphold this policy and to provide the necessary funds and resources to put it into practice.
- b. The board is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.
- c. It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.
- d. This policy will be reviewed annually by the trustee board.

3. The boards responsibilities

- a. The board member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is the Dojo Champion.
- b. All accidents or unsafe incidents will be investigated by Dojo Champion on behalf of the board as soon as possible and then to be reported to the board at the next available board meeting.
- c. The board is responsible for:
 - i. Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
 - ii. Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
 - iii. Ensuring that equipment is safe and well maintained;
 - iv. Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;

- v. Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- vi. Establishing emergency procedures as required.

4. Volunteer Responsibilities

- a. All Selby CoderDojo Volunteers will ensure that:
 - i. They are aware of the contents of this safety policy;
 - ii. They comply with this policy;
 - iii. They take care of themselves and others who may be affected by their actions or omissions;
 - iv. They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Dojo Champion or another Committee member at once;
 - v. They record accidents or near misses at work in the accident book kept in the Dojo admin box;
 - vi. They are aware of all fire procedures for the area in which they are working;
 - vii. If they identify anything which they think could be in any way unsafe, they will report it.

5. Risk Assessments

- a. The Dojo Champion will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:
 - i. trip or event to organise;
 - ii. change in legislation;
 - iii. change of premises;
 - iv. significant change in work carried out;
 - v. transfer to new technology;
 - vi. or any other reason which makes the original assessment not valid.

6. Training

- a. To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:
 - i. when training needs are identified during risk assessments;
 - ii. on the introduction of new technology;
 - iii. when changes are made to venues;

7. Resolving health and safety problems

- a. Any volunteer with a health and safety concern must first inform the Dojo Champion.
- b. If, after investigation, the problem is not corrected in a reasonable time, or the Dojo Champion member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to another trustee board, in line with our complaints and whistleblowing policy.