



All Stars Clubs CIC

Health & Safety Policy - March 2026 - 2027

Policy Updated On: 1st March 2026 By: Janine Keppy



ALL STARS CLUBS CIC

All Stars Youth Club aims to promote the health, safety and welfare of all persons to whom we owe a duty of care, including members, hosts and visitors, through a commitment to developing a positive health and safety culture.

To achieve the highest possible standards, **All Stars Youth Club** aims to, so far as reasonably practicable:

- Comply with all relevant health and safety legislation and guidelines.
- Conduct risk assessments, ensuring actions arising are implemented and the risks are reduced to the lowest practicable level.
- Provide defined procedures, which include safe methods of working for all those involved in the delivery of the club activity.
- Seek to prevent accidents, incidents, near misses and cases of work related ill health.
- Report any accidents, incidents, near misses and cases of work-related ill health arising from club activities, and ensure timely completion of necessary paperwork.
- Implement emergency and first aid procedures.
- Ensure mechanisms are in place to report hazards, identify and rectify faults.
- Ensure suitable welfare arrangements are in place to provide a healthy environment for all those involved in the club activity.
- Provide appropriate information, instruction and supervision to ensure all those involved in the club activity take care of their own safety and welfare and that of others.

All Stars Youth Club is committed to the development of individuals involved in the delivery of the club activity and aims to:

- Establish effective processes to identify how health and safety responsibilities are allocated and communicated across the club.
- Communicate matters affecting health and safety, including day-to-day health and safety conditions.
- Provide appropriate information and support to ensure all those with a responsibility for health and safety are competent in their role.

The club Hosts are responsible for the implementation and management of the health and safety arrangements that exist with All Stars Youth Club and assume accountability. The Hosts shall review this policy statement at least annually, and any revisions shall be made accessible to members.

Purpose of the policy

1. All Stars Youth Club (the Employer) takes health and safety matters seriously and is committed to safeguarding the wellbeing of its staff and all those impacted by its business operations and visiting its premises. This policy aims to assist the Employer in achieving this by elucidating the responsibilities for health and safety matters and what those entail.
2. This is a policy statement only and does not constitute part of your employment contract. The Employer reserves the absolute right to amend this policy at any time. The Employer shall review this policy at regular intervals to ensure it is effectively achieving its objectives.

Who is accountable for workplace health and safety?

Attaining a healthy and secure workplace is a collaborative endeavour shared between the Employer and staff. The specific responsibilities of staff are detailed in the section titled "Responsibilities of all staff" that follows.

Employer Responsibilities

3. The Employer is accountable for:
 - a. taking reasonable measures to protect the health and safety of staff, individuals impacted by the Employer's business activities, and visitors to its premises;

- b. identifying health and safety risks and devising means to manage or mitigate them;
- c. providing a safe and healthy work environment and ensuring safe access and egress arrangements, including in emergency situations;
- d. providing and maintaining safe working areas, equipment and systems, and where necessary, appropriate protective attire;
- e. establishing safe procedures for the use, handling, storage and transport of articles and substances;
- f. Providing adequate information, instruction, training and supervision to enable all staff to work safely, avoid hazards and contribute positively to their own health and safety at work. The Employer shall provide the opportunity to ask questions and advise who to contact regarding those queries, if unsure about safely carrying out your work.
- g. Ensuring any health and safety representatives receive appropriate training to effectively carry out their functions.
- h. Providing a health and safety induction and appropriate safety training for your role, including:
 - Manual handling;
 - The use of personal protective equipment (PPE);
- i. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters, and consulting staff directly on health and safety.
- j. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff regarding the organisation of business operations and steps to minimise the risk of infection.
- k. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

4. The Manager has overall responsibility for health and safety at the youth club.

5. Any concerns about health and safety matters should be notified to the Manager.

Responsibilities of all staff

General staff responsibilities

6. All staff must:
- a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - b. Co-operate with the Manager generally to enable compliance with health and safety duties and requirements.
 - c. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
 - d. Keep health and safety issues at the forefront of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
 - e. Keep the workplace tidy and hazard-free.
 - f. Report all health and safety concerns to the Manager promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
 - g. Co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's judgement.

Staff responsibilities relating to equipment

7. All staff must:
- a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
 - b. Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Manager.
 - c. Ensure that health and safety equipment is not interfered with.
 - d. Not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

8. All staff must:
- a. promptly report any accident at work involving personal injury, however trivial, to the Manager so that details can be recorded in the Accident Book and cooperate in any associated investigation;
 - b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed in the staff folder at the youth club.

- c. If an accident occurs, dial 07985137999 and request the duty first aider, providing one's name, location and a concise description of the issue.
- d. The Manager is accountable for investigating any injuries or work-related illnesses, compiling and preserving accident records, and submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where necessary.
- e.

Staff responsibilities relating to national health alerts

- 9. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Manager.

Staff responsibilities relating to emergency evacuation and fire

- 10. All staff must:
 - a. familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board in the youth club;
 - b. ensure they are aware of the location of fire extinguishers, fire exits and alternative means of leaving the building in an emergency;
 - c. Comply with the instructions of fire wardens in the event of a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
 - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same);
 - e. Ensure that fire exits, fire notices or emergency exit signs are not obstructed or obscured at any time;
 - f. notify the Manager immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Manager to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.
- 11. On discovering a fire, all staff must:
 - a. immediately trigger the nearest fire alarm and, if time permits, call the Manager and notify the location of the fire; and
 - b. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
- 12. Upon hearing the fire alarm, all staff must:
 - a. Remain calm and immediately evacuate the building, walking briskly without running, adhering to any instructions from the fire wardens;
 - b. Depart without pausing to collect personal belongings;
 - c. Refrain from using any lifts; and
 - d. Remain outside the building until informed by a fire warden that it is safe to re-enter.

The Manager is accountable for ensuring risk assessments are conducted and necessary changes implemented, as well as regular inspections of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments and manual handling

- 13. Risk assessments are a thorough examination of potential workplace hazards that could harm individuals. The Employer will evaluate any risks and determine the best measures to minimise them. The Employer will undertake general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments are conducted and the resulting recommendations are implemented. The Manager is accountable for workplace risk assessments and any measures to mitigate risks.
- 14. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled].
- 15. Guidance on manual handling (such as lifting and carrying heavy objects) can be obtained from the Manager, and where necessary, training will be provided by the Employer, but the Employer will endeavour to minimise or avoid the need for manual handling where there is a risk of injury.

Non-compliance with health and safety rules

- 16. Any breach of health and safety rules or non-compliance with this policy will be treated with the utmost seriousness and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

Validation

Signed

Date

We are committed to reviewing our policy and good practice on an annual basis. This document's next review is due 1st March 2026 using best practice from.....