

Health and Safety

New Horizons Enrichment & Education (NHEE) takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The centre aims to ensure the health, safety and welfare of all staff, young people, visitors and other individuals who may be affected by the provisions activities and existence. The Health and Safety at work act 1974 and the workplace (Health, safety and welfare) Regulations 1999 and their associated Approved code of practice (AcoP) and guidance will be complied with at all times. The manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the registered person, the manager and staff

The identification, assessment and control of hazards within the centre is vital in reducing accidents and incidents. Both the manager and one other designated member of staff are responsible for health and safety arising out of clubs activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the centres activities. Staff that have been seen to disregard safety instructions or recognised safe

practices will be subject to procedures.

The registered person holds ultimate responsibility and liability for ensuring that the centre operates in a safe and hazardous free manner. The manager is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.