

HEALTH AND SAFETY POLICY

EXTERNAL EDUCATIONAL VISITS

Throughout this document, FBMF is used to represent

The From Boyhood to Manhood Foundation

It is imperative that a health and safety assessment has been carried out in good time before each and every educational visit or activity off of the premises of FBMF and that all required paperwork has been completed. It is important that such assessments adhere to the guidelines set out in the relevant Department for Education and Skills (DfES) guidance materials, 'Health and Safety: Responsibilities and Powers', to be found in the FBMF office policy folder.

It is the policy of FBMF to provide all activities in a safe manner without any risk to health, so far as is reasonably practicable.

It is the responsibility of all adults in FBMF when leading activities to do a risk assessment prior to undertaking an activity and to seek, as far as is reasonably practicable, to ensure that:

- All activities are conducted in a safe manner without risk to the health of participants;
- The provision and maintenance of equipment and buildings for all persons involved with FBMF and others is safe and without risk to health and adequate for their welfare;
- Information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in FBMF's activities or who may be affected by them;
- Appropriate arrangements are made to ensure safety and handling of equipment, and substances which are inherently or potentially dangerous.

Premises, facilities and equipment used by members of FBMF and staff should be subject to safety checks to ensure that they remain safe to use. These safety checks (Risk Assessments) should be recorded and stored in such a way so as to make sure that they are secure and easily accessed.

A Safety Officer must be appointed and their role informed to members of staff and any others who might have concerns as to any danger potential present. The Safety Officer is responsible for making a Risk Assessment of Premises and for checking Risk Assessments made for external educational visits or activities, using these five steps:

- a) Look for the hazards, i.e. what could cause harm.
- b) Consider who might be injured and how.
- c) Decide whether the precautions in place are sufficient. If not, what further actions need to be taken?

- d) Where appropriate, record your findings so that others are aware of the precautions to be taken.
- e) Keep the precautions under review and revise them when you consider they are no longer effective.