



The Monday Night Club  
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Registered charity number 1160646

## THE MONDAY NIGHT CLUB HEALTH AND SAFETY POLICY

It is the general policy of The Monday Night Club to provide adequate control of the health and safety risks arising from our activities:

- We will provide, maintain and oversee safe and healthy working conditions, equipment and systems of work for all members, staff and volunteers.
- We will provide such information, training and supervision as is needed for this purpose.
- We will ensure safe handling and use of hazardous substances, in line with COSHH regulations.
- We will ensure that all staff and volunteers are competent to do their tasks and to give them adequate training.
- The welfare of our members is central to all our work.
- Our policies and procedures in relation to safeguarding are outlined in our Safeguarding Policy.
- The Trustees review the charity's Risk Register every three months.
- This policy will be reviewed and revised as necessary.

### Responsibilities

Day to day responsibility for ensuring this policy is put into practice at The Monday Night Club is delegated to the Organiser on any given evening or at any other event. This will be agreed beforehand and communicated to all volunteers.

All staff and volunteers have a duty to:

- co-operate with the Trustees on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own and others' health and safety
- use equipment correctly in accordance with training and instructions
- report all health and safety concerns to an appropriate person.

### Risk assessment

1. Risk assessments of all our venues will be carried out annually. Responsibility for observing the decisions made in the risk assessment lies with all staff and volunteers.

2. The Trustees will check at quarterly intervals that the action/s have been taken and the risks have been removed/reduced.
3. Risk assessments of each activity will be carried out by the organiser planning that activity. The organiser is responsible for liaising with all staff and volunteers present to ensure hazards are dealt with as outlined in the risk assessment.

**First aid and accidents**

1. The First Aid Box for The Monday Night Club will be brought to each session by the Organiser. One of the Trustees or a staff member is responsible for checking the contents every quarter. A checklist will be provided and signed.
2. A First Aid kit will be brought on all trips and outings, and a lead first aider identified in the Risk Assessment.
3. All volunteers will be offered first aid training.
4. All volunteers will be knowledgeable about the MNC procedure for dealing with an incident, accident or emergency.
5. All accidents are to be recorded in the Accident Book. The book is located in the organiser's bag.

**Behaviour management**

1. All new members will be asked to acknowledge that they have read our Code of Conduct and agreed to it.
2. Anyone displaying abusive or violent behaviour will be asked to leave the session.
3. Members who have previously shown behaviours that may be challenging will be asked to bring their own support staff to the club.

**Reasonable level of risk**

We will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. Learning about risk management is a necessary part of people's personal development. We therefore aim to protect our members, staff and volunteers from unnecessary and high risk, and provide guidance and support to help them manage some risk for themselves.

This policy will be reviewed, and updated if necessary, by the Board of Trustees of The Monday Night Club once every year.

Name:.....

Signed:.....

Date:.....