



# Health and Safety Policy

To comply with Health and Safety guidelines in relation to our work with children and young people we will:

- Not leave children/young people unattended or unsupervised
- Manage any dangerous materials and equipment and ensure they are locked away when not being used
- Ensure our staff/volunteers are aware of accident procedures and follow them accordingly
- Ensure that the participants keep to the rules of the Camp, retreat or event particularly in relation to their behaviour and conduct on the roads
- Ensure that First Aid training is provided for representatives from each Camp and for Michaela Foundation staff
- Provide adequate first aid equipment for the staff, volunteers and participants, first aid bags will be provided for each of the Summer Camps
- Ensure that all first aid boxes are easily identifiable.
- Most agreed facilities do not have a designated first aid room; however there should be a room available which could be converted for first aid purposes if required.
- First Aid signs will be placed where they can be seen (not obstructed from view) and easily identified.
- First aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/equipment can be used e.g. disposable gloves, vent-aids.
- The name of the appointed person or first aider should be displayed at Camp / Event.
- First-aiders and appointed persons will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
- Some Campettes/participants carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
- Conduct risk assessments for camps and encourage volunteers to do the same prior to commencing an activity
- Ensure all Camps/Events will be provided with an accident report book
- Provide clear instructions and information, and adequate training, to ensure staff/volunteers are competent to do their work