HEALTH AND SAFETY MANUAL FOR YOUR CORPS.

Introduction

This Health and Safety Manual outlines the policies and procedures for managing health and safety at Your Corps an organisation that runs children's events in New Zealand. Our commitment is to provide a safe and healthy environment for all employees, volunteers, participants, and visitors.

Health and Safety Responsibilities

a. Management: Responsible for implementing and maintaining health and safety policies, providing resources, and ensuring compliance.
b. Employees and Volunteers: Must adhere to health and safety policies and procedures, report hazards and incidents, and participate in health and safety training.
c. Participants and Visitors: Must follow safety guidelines and report any concerns to staff or volunteers.

Risk Management www.business.govt.nz/risks-and-operations/health-and-safety-basics

a. Identify hazards and assess risks associated with gaming events, equipment, and facilities.
b. Implement measures to eliminate or minimize risks where reasonably practicable.
c. Regularly review and update risk assessments and control measures.

Incident Reporting and Investigation

a. Report all accidents, incidents, and near misses to management promptly.
b. Investigate incidents to identify root causes and implement corrective actions.
c. Record and maintain incident reports and investigation findings.

Emergency Procedures

a. Develop and implement emergency response plans for events and facilities.
b. Provide training on emergency procedures to employees, volunteers, and participants.
c. Conduct regular emergency drills and update plans as necessary.

Training and Supervision www.worksafe.govt.nz/the-toolsheed/tools/writing-health-and-safety-documents-for-your-workplace

a. Provide health and safety training to all employees and volunteers.

b. Supervise employees, volunteers, and participants to ensure compliance with safety procedures.

c. Monitor and update training programs as needed.

Equipment and Facility Safety

a. Regularly inspect and maintain gaming equipment and facilities.

b. Ensure that all equipment meets safety standards and is suitable for use by children.

c. Establish procedures for reporting and addressing equipment and facility safety concerns.

Child Safety and Wellbeing

a. Implement child protection policies and procedures to ensure the safety and wellbeing of participants.

b. Train employees and volunteers in child protection measures.

c. Monitor and update child safety procedures as needed.

First Aid

a. Provide first aid kits at gaming events and facilities.

b. Train designated employees and volunteers in first aid procedures.

c. Maintain records of first aid supplies and training.

Health and Safety Communication

a. Communicate health and safety policies and procedures to employees, volunteers, participants, and visitors.

b. Encourage open communication and reporting of health and safety concerns.

c. Regularly review and update health and safety information.

By implementing and maintaining this Health and Safety Manual, Your Corps demonstrates their commitment to providing a safe and healthy environment for everyone involved in their children's events in New Zealand