



Health and Safety Policy

Preface

The Health and Safety at Work Act 1974, along with its subsequent Regulations, including The Management of Health and Safety at Work Regulations 1999, will be referred to within this document as The Act.

1. Policy Statement

Members of the group are those people contributing to, and those people benefiting from, the activities and events organised by Young Technicians Academy.

It is the policy of the group:

- To ensure, as far as is reasonably practicable, the health, safety and welfare of its members.
- To recognise its duty to comply with the requirements of The Act and all regulations made under it.
- To comply with, and wherever possible to exceed, the minimum requirements of the law.
- To annually audit their health and safety performance, ensuring continuous good practice.

2. Roles and Responsibilities

The Management Committee will encourage members:

- To take responsible care for the health, safety and welfare of themselves and of other people who may be affected by their acts or omissions.
- To report any health, safety and welfare problems which they are unable to resolve themselves to the management committee.
- Not to interfere with, or misuse, any equipment provided in the interests of health, safety and welfare.
- Provide positive input in keeping the existing arrangements up to date.
- Actively monitor performance with a view to improvement.

3. Arrangements

When events or activities organised by the group are running, all members will be charged with keeping the place in a tidy state and to report any shortcomings to the Management Committee.

4. Emergencies and Fire Safety

It will be the responsibility of the host buildings to ensure that:

- All fire exits are clearly marked with the regulation ISO decals, are free from obstruction and are unlocked while the building is occupied.
- Testing of the fire alarm and evacuation drills will be carried at regular intervals.
- All fire extinguishers are correctly placed and within service date.
- Fire emergency signs indicating the assembly points will be clearly visible.
- First Aid facilities including a fully stocked, current and clearly signposted first aid kit are provided.

Members of Young Technicians Academy will be mindful of risk and potential for accidents. Individuals will take responsibility for their own health, for example by altering other members to allergies or other health related conditions.

5. Communication

It will be the responsibility of the Management Committee to:

- Provide a clear and blameless culture of reporting any incident or accident to the appropriate person.
- Provide members with clear instructions on how to deal with emergencies and incident requiring the emergency services.

6. Risk Assessments

General assessments and the risk assessment of specific hazards are carried out in accordance with The Act.

Members are encouraged to take an active role in the assessment and review process.

7. Vigilance

Members will be encouraged to show due diligence and to be vigilant in all matters of safety and to make regular checks on environment, equipment and working methods.

- a. All staff operating the loading bay door must exercise vigilance, remaining aware of the surrounding area. At least two staff members are required to be present during operation: one as the operator and one as a spotter. Only staff who are fully aware of how to operate the door may use it, ensuring adherence to safe opening and closing procedures. Any faults must be reported immediately to

management, and operation should stop if safety cannot be guaranteed. Non-compliance with these guidelines may lead to disciplinary action.

- b. If a piece of equipment owned by the Academy is damaged or broken due to staff negligence, the staff member responsible may be held liable for the cost of repair or replacement, following a review by management. This assessment will determine whether the damage was avoidable and the extent of the staff member's responsibility, with costs assigned accordingly to uphold accountability and care for Academy resources.

Review Date	Changes Made	Staff Member	Next Review Due
January 2023	Policy Written	P. Soccio	January 2024
January 2024	None	L. Waller	January 2025
1 st November 2024	Added 7a & 7b under Vigilance	L. Waller	31 st October 2025