



Mactaggart Youth and Communities Outreach Service

Providing Information and Accessible Youth Friendly Services

Mactaggart Youth and Communities
Outreach Service
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Registered Charity: SC028306

HEALTH AND SAFETY POLICY

Mactaggart Youth and Communities Outreach Service (MYCOS)

is committed to upholding excellent levels of health and safety in order to safeguard the health and well-being of all our volunteers, staff, young people and visitors. To ensure this, MYCOS is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance are provided on the safe handling and use of substances
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

The MYCOS Board/Management Committee

The Board/Management Committee is ultimately responsible for the Health and Safety policy and practice of MYCOS. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with MYCOS with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal, given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions, and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into MYCOS, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident Reporting

It is the responsibility of the Beverley Gairns to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept in I.T. Suite and the Accident Book is kept in the I.T. suite
- All accidents will be investigated by Beverley Gairns and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a recurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and Guidelines

Whilst the MYCOS Board has overall responsibility for Health and Safety, the Health and Safety Officer is responsible for coordinating the day-to-day implementation of the Health and Safety policy and procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues
- Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Board
- Ensuring that Health and Safety information is included in new volunteer inductions

First Aid

- The First Aid Officer is Beverley Gairns
- The First Aid kit will be regularly checked and restocked by the First Aider
- The First Aid boxes are kept in the I.T. suite, Kitchen and the main office.
- The Accident Book is (in a confidential, secure place), and Accident Forms are available from the I.T. suite

Fire Safety

- The Fire Safety Officer is Natasha Newcombe.
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly
- The Fire Alarms are at the main entrance and hall.
- The Fire Extinguishers are in the main hall, hallway and offices.
- Fire Drills will be held: weekly at irregular times.
- The Fire Exits are the main hall and front door.
- The Emergency assembly point is The Coop Beach.

Insurance

The group has appropriate insurance for its needs. This is:

Victor – Policy no – CC011840 –

Risk Assessment

All MYCOS activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers (including the worker supervising activity) and kept by Beverley Gairns and regularly reviewed and updated. The risk assessment template can be found in Appendix 1.

- Whilst every risk assessment is different, it is likely that they will cover the need for:
- Consent and Information forms for young people
- Information and emergency contact details for workers
- Continuous implementation of (MYCOS) Child Protection Policy and Procedures
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the club
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities.

Lynn Johnstone 25/04/2025



APPENDIX 1

Risk Assessment Template (with example hazard included for a youth group mountain hike activity)

Hazard	Risk (how serious x how likely) 1 = low (not serious/unlikely) 5 = high (serious/likely)	Who is likely to be harmed	Control Measures	Risk after Control Measures
Weather conditions: • blizzard • Flooding • very hot sun	5 (serious e.g. fatal) x 2 (not very likely) = 10 (depending on location and the dependability of the weather conditions etc)	Young people Leaders	<ul style="list-style-type: none"> • obtaining the forecast beforehand and cancelling the activity if the weather expected to be extreme • take sun block for the young people to apply • ensure all young people have adequate water supplies • check all young people have suitable clothing • ensure a home contact knows the route you will be taking and has contact details and an estimated time of arrival back to base • group leader has a hill walking or mountain leader qualification • the group leader has a map, GPS, charged mobile etc • group leader First Aid trained 	5 x 1 = 5 (likelihood of fatality decreased by control measures in place)