

THIS IS LIFE

REF 3 - Project Safety Policy

Definitions

- Delegate – young person aged under 18.
- Responsible Adult – over 18 with a duty of care for 6 young people.
- Project Leader – adult with responsibility for a specific project.

Supervision

- All delegates will be supervised from the Norfolk Showground by responsible adults in a ratio 1:6
- Each project will have Project Leaders with the primary duty of ensuring the health and safety of delegates and members of the public.
- All delegates, and responsible adults, will be provided with a Newday T-Shirt in order to be clearly identifiable.

Risk Assessment

- All projects will be risk assessed and action taken to minimise risk. Project leaders will be involved in the production of these risk assessments.

Safety Briefing

- As a part of the project development process project Leaders will receive information prior to the start of THIS IS LIFE / Newday that will cover Health & Safety issues.
- Prior to the start of work each afternoon Project Leaders will give a briefing to the delegates and responsible adults on Safe Working Procedures. This briefing will include the following information:
 - ✓ **All accidents or incidents must be reported (however small)**
 - ✓ **Wear any gloves or PPE provided.**
 - ✓ **DO NOT touch any needles or sharp objects such as knives. Let the project leaders know about it.**
 - ✓ **Stay in your group of six with your supervising adult.**
 - ✓ **DO NOT enter any houses**
 - ✓ **Be very careful if working near roads**
 - ✓ **Drink plenty of water to avoid dehydration.**
 - ✓ **Wear sun cream if necessary**
 - ✓ **Keep valuables and personal possessions with you at all times.**
- Project Leaders will also give out any specific instructions related to the individual project from the risk assessment.

Accidents/Incidents

- All accidents and incidents will be recorded and reported¹ to the THIS IS LIFE project co-ordinator at the end of each day.
- Action will then be taken to minimise risk for subsequent days.
- If appropriate, in the case of serious accidents/incidents the Emergency Procedures will be followed.

Emergency Procedure

- All project leaders will be briefed on the Emergency Action Plan. Which is as follows:
 - ✓ Make sure that the rest of the group are safe
 - ✓ Send / ask someone to phone 999 making sure that they know the precise location and the nature of the incident
 - ✓ Stay with the young person offering help and comfort as appropriate.
 - ✓ As soon as is practically possible contact the THIS IS LIFE project coordinator so the appropriate people can be informed.
 - ✓ Make sure that someone accompanies the young person to the hospital.
 - ✓ Make a record of the accident on the form provided.²
- First Aid equipment will be available on each project, but first aid should only be given by a qualified individual.
- Each project will have access to a mobile phone.

Insurance

- All projects will be covered by Insurance. Public Liability Insurance for £5million.

1 See form enclosed at the end of this document.

2 See form enclosed at the end of this document.

**THIS IS LIFE
Accident Record Sheet**



Project Name		Project Ref				
Date	Location	Name of Injured Person	Church	Brief Description of Injury	Treatment Given	Treatment given by:

IF YOU NEED TO FILL OUT THIS FORM PLEASE MAKE SURE THAT YOU PASS THE DETAILS ON TO THE THIS IS LIFE PROJECT CO-ORDINATOR THE SAME DAY.