

Health and Safety at POINT

At Fishguard and Goodwick Young Person's Trust (POINT), your safety is our top priority! Whether you're visiting, volunteering, or joining in our activities, here's what you need to know.

✔ What We Do to Keep You Safe

- Check all activities for risks and put safety measures in place.
- Keep our buildings and equipment clean and safe.
- Provide guidance on handling any substances safely.
- Make sure all staff and volunteers are trained and supported.
- Prevent accidents and maintain healthy working and activity spaces.
- Review our safety rules regularly.

Who's Responsible?

- Board of Trustees: Overall responsibility, make sure policies are in place and reviewed.
- General Manager: Day-to-day safety, making sure rules are followed.
- Line Managers: Run activities safely, carry out risk assessments, investigate accidents.
- Everyone (staff, volunteers, young people!): Look after yourself and others, report hazards, and follow safety instructions.

What You Should Do

- Tell a staff member about hazards, accidents, or "near misses."
- Follow safety instructions and wear any protective gear.
- Don't improvise with unsafe equipment or tools.
- Know where fire exits, alarms, and assembly points are.
- Take part in training and fire drills.

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Accidents & Incidents

- Accidents: Any unplanned event causing injury or damage.
- Incidents: Events that don't cause injury but are worth noting.
- Report all accidents, incidents, or hazards to your supervisor.
- Everything is recorded, investigated, and fixed to prevent it happening again.

Fire & First Aid

- First Aid: Drop-in Manager is the First Aid Officer. Kits are checked regularly.
- Fire Safety: Finance/Admin Officer is Fire Safety Officer. Fire drills every 2 months. Know your nearest exits and assembly point (Popworks staff car park).

Insurance & Risk

- POINT is insured through Ansvar Insurance for charities.
- All activities are risk-assessed by staff to keep you and everyone else safe.
- Parent/carer consent forms, emergency contacts, and child protection rules are always followed.

Remember: Your safety matters! If you see something unsafe, speak up. We all work together to make POINT a safe, fun place for everyone.