

## **Safety First**

Health and Safety at work is very important. More time is lost for health reasons and because of industrial accidents than through any other cause.

You, as a Junior Achievement Company, must also be aware of your responsibilities - THE HEALTH AND SAFETY AT WORK ACT 1974 and THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 2003.

The Health and Safety at Work Act 1974 requires you to ensure, so far as is reasonably practicable, the health and safety of yourself and others who may be affected by what you do or fail to do.

You have duties towards people who:

- work for you, including casual workers, part-timers, trainees and subcontractors
- use workplaces you provide (if you are a landlord, for example); are allowed to use your equipment
- visit your premises (customers or contractors)
- may be affected by your work (your neighbours, the public and other work people) use products you make, supply or import
- use your professional services (if you are, for example, a designer)
- The Health and Safety at Work Act applies to all work premises and activities. Everyone at work (employee, supervisor, manager, director or self-employed) has responsibilities under the act

## **Some Special points to bear in mind:**

### **Machinery**

- Never use a machine unless you are authorised and trained to do so
- Never wear dangling jewellery, loose clothing, gloves, rings, or allow long hair to hang loose where it could be caught up in moving parts

### **Protective Clothing**

Certain activities may require you to wear protective clothing such as goggles and aprons

### **Fire Precautions**

Be sure that you fully understand the fire regulations and methods of evacuation

### **Visits and Journeys**

The following are from the notes for guidance held by Junior Achievement on JA visits to Trade Fairs, Conferences, Competitions etc

## Planning

- Visits must have clearly defined aims
- There must be thorough planning and one person must be identified as assuming overall responsibility
- The students involved and their parents must be prepared for the visit and be aware of what is expected of them before, during and after it

## Safety First

### Preparing

- Check local regulations
- Establish appropriate staff / student ratios
- Book and confirm facilities
- Draw up and publish a programme
- Check insurance requirements. (Junior Achievement has no personal accident cover)
- Inform students and parents
- Obtain parental consent (contact Junior Achievement Office for sample forms)
- Ensure that all members of the group are fit enough to take part

### During the visit

- The adults in charge should be able to account for all of the students at any one time
- Standards of behaviour should be agreed and adhered to
- The above points are extracted from a comprehensive document held by Junior Achievement and you should refer to the Programme Manager for more help and guidance

**IMPORTANT** - These guidance notes apply to visits and journeys undertaken by students, their Business Advisors and Teachers in the course of their participation in the Company Programme.

Junior Achievement companies must not organise visits or journeys as part, or all, of their service offerings to the public.

**Please use the form attached when considering any activity.**

**HEALTH & SAFETY RULES**

Company Name \_\_\_\_\_

A branch of Junior Achievement

**What will we be doing?**

**How could we be harmed?**

**What safety rules should we put in place**

**Who will be responsible for making sure we follow these rules?**