



Health and safety statement

This is a guide to help your CoderDojo club (Dojo) meet health and safety standards in your region.

The Dojo champion will have an overall responsibility for safety, health, and welfare at their Dojo. It is typically their duty to ensure that the Dojo's location meets general health and safety standards in place in their region. To assist the champion in implementing safety procedures at the venue, volunteers are usually responsible for the different functional areas of the Dojo and the Dojo's activities.

It is the duty of the champion to ensure that the people volunteering at the Dojo are aware of the health and safety standards associated with the venue in which the Dojo is being held.

Duties and responsibilities

Health and safety should be a prime consideration in all planning of your Dojo. It is the responsibility of the champion to ensure that the following guidelines are adhered to.

When planning your Dojo, please ensure that:

- Proper provision is made for health and safety.
- The environment is safe and without risks to health for all volunteers and attendees.
- The venue can be safely entered and exited.
- Adequate first aid provisions are available and maintained under the control of a qualified first aider. Analgesics, pills, or medications may not be kept in first aid boxes or any other location in the Dojo's premises that is accessible to attendees.
- All health and safety statements regarding the Dojo's premises are reviewed.
- Risk assessments of the venue are carried out and periodically reviewed.
- Effective communication channels are established and maintained between all Dojo volunteers on matters relating to health, safety, and welfare at the Dojo.

- All volunteers are provided/offered with information, instruction, training, and supervision necessary to ensure their safety and health as well as the health and safety of those who may be affected by their actions.
- All equipment provided for use at the Dojo is safe and without risk to health, and maintained in this state.
- Arrangements for use, handling, storage, and transport of Dojo equipment are safe and without risk to health.

When at the Dojo, please ensure that:

- The health and safety statement is brought to the attention of any new volunteers before the start of the Dojo session.
- All volunteers fully understand the objectives of the health and safety statement before the Dojo starts.
- All volunteers are aware of and understand their responsibilities layed out in the health and safety statement.
- Any necessary safety inspections and risk assessments are carried out before the start of the Dojo session.
- Effective communication channels are maintained so that information concerning safety matters is communicated amongst all Dojo volunteers.
- At any given session, there is an adequate ratio of supervising adults to young people. The minimum ratio is one adult per ten young people. Children aged 12 and under must have a parent/guardian in attendance.
- Parents attending the Dojo are made aware that it is their responsibility to supervise and escort their child in the event of an emergency.
- Any special needs or health requirements of the young people in attendance are taken into consideration and accommodated as best possible.
- The first aid box is suitably marked and easily accessible. The exact location of the first aid box must be known by all volunteers.
- First aiders are aware that they may not dispense any analgesics, pills, or medications to Dojo attendees. Supplies of such items may not be kept in first aid boxes.
- The appointed first aiders carry out regular checks of the first aid boxes to ensure that they remain properly stocked.

Reporting of accidents and incidents

In the case of an accident or incident at your Dojo, an accident/incident record should be filled out as soon as possible by the Dojo champion or volunteers present. It is

important to gather as much information about the accident/ incident as possible to enable the Dojo champion to remove all sources of potential hazards.

Below is a list of the information typically required for an accident/incident record:

- Precise location of the accident/incident
- Name of volunteer or persons involved
- Task being carried out by the volunteer or persons involved at the time of the accident/incident
- Precise details of how and why the accident/incident occurred
- Witnesses' (if any) accounts of the accident/incident

Pre-Dojo health and safety checklist

Below is an example of a checklist of health and safety measures for Dojo champions/volunteers to implement before starting their Dojo. Please also review this checklist with any new volunteers before commencing a Dojo session, and with all volunteers if you are starting sessions in a new location.

1. Risk assessment of the location:

- Fire exits are clearly marked and emergency lighting is present and working
- Fire alarms are present and working
- Sockets are safe (no visible/live wires)
- Maximum capacity of the venue is [X] persons; this is adhered to

2. Child protection and attendee information:

- All volunteers are background-checked according to regulations in your country
- The recommended adult to youth ratio is adhered to (1:10 minimum)
- Any special needs or health requirements of the attendees are being taken into account by all volunteers

3. Wheelchair accessibility:

- Do any attendees require wheelchair access?
- Is the Dojo venue wheelchair-accessible? If not, can you source a safe ramp if needed?

4. First aid kit:

- First aid kit is available
- Location of the first aid kit is known to all volunteers
- If any volunteers are qualified first aiders, this is known to all volunteers

5. Emergency contacts list:

- The list is posted clearly within the Dojo space, in a location known to all volunteers, attendees, and parents/guardians
- Key contacts you may want to include:
 - Emergency services
 - Local doctor/hospital
 - Police
 - Child protection officer