

# Health and Safety

This is a guide for helping your CoderDojo meet health and safety standards in your region.

The CoderDojo Champion will have an overall responsibility for safety, health and welfare at their CoderDojo. It is their duty to ensure that the location of their CoderDojo meets general Health and Safety standards applicable in their region. To assist the CoderDojo Champion in the implementation of safety procedures at the venue, responsibility for the different functional areas of the CoderDojo and the CoderDojos activities will be delegated to volunteers. It is their duty to ensure that these volunteering at a CoderDojo are aware of the health and safety standards associated with the venue in which the CoderDojo is being held.

## Duties & Responsibilities

It is the responsibility of the CoderDojo Champion to ensure that when:

### Planning a Dojo

- Adequate resources are provided to ensure that proper provision can be made for health and safety and that health and safety is a prime consideration in all planning of the CoderDojo.
- The working environment of all volunteers is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at a the CoderDojo venue.
- The place of work (CoderDojo) is safe and that there is safe access to and egress from the workplace.
- Review the building Health and Safety statement of the premises your are using for your Dojo.
- There are established and maintained effective procedures for consultation and communication between all levels of volunteers on all matters relating to health, safety and welfare of the CoderDojo.
- Risk assessments of the venue are carried out and periodically reviewed.
- Systems of work are provided and maintained that are safe and without risk to health.
- Adequate first aid provisions are available and maintained under the control of a qualified first aid person.
- The provision and maintenance of all equipment provided for use at the CoderDojo is safe and without risk to health.
- Arrangements for use, handling, storage and transport of equipment for use at a CoderDojo are safe and without risk to health.

- All volunteers are provided / offered with information, instruction, training and supervision as is necessary to ensure their safety and health at the CoderDojo and the safety of others who may be affected by their actions.

## At the Dojo

- The Safety Statement is brought to the attention of all volunteers at the beginning of the CoderDojo.
- The objectives of the Safety Statement are fully understood and observed by all volunteers before the Dojo starts.
- Suitable safety inspections and risk assessments are carried out beforehand.
- Ensure that you have the correct ratio of supervising adults to young people. (The ratio is 1 adult Mentor per 10 young people with a minimum of **two** mentors at **ALL** times).
- All Volunteers are aware of and understand their responsibilities under the Safety Statement.
- Do any of the attendees have any special needs or health requirements?
- Parents attending the CoderDojo are aware it is their responsibility to supervise and escort their child in the event of an emergency.
- Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any or all volunteers is communicated to them and any matters concerning safety raised by the CoderDojos Champion.
- The first aid box should be suitable marked, easily accessible and the exact location of the First Aid Box must be known by all volunteers.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills or medications. Supplies of such items will not be kept in first aid boxes.
- The appointed first aiders will carry out a regular check on the First Aid Boxes to ensure they are 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 in immediately after an occurrence by the CoderDojo Champion / volunteers present or as soon as possible. The idea is to gather as much information about the accident or incident as possible to enable the CoderDojo Champion to remove all sources of future potential hazards. Here's an example of the information needed:

- Precise location of the accident/occurrence.
- Name of volunteer or persons involved.
- Task being carried out by the volunteer at the time.
- Precise details of how and why the accident occurred.

- Witness' (if any) account of the accident.

# Pre-Dojo Health and Safety Checklist

This is a checklist of Health and Safety guidelines for CoderDojo Champions and volunteers to carry out before starting their Dojo. Please go through this checklist before starting a CoderDojo session and or starting in a new location. Please enforce these recommendations where applicable:

## 1. Risk assessment of the location:

- Fire Exits clear and Emergency Lighting Checked
  - Fire Alarms present and working
  - Check Sockets are safe (no visible / live wires)
  - Max Capacity of venue is:
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## 2. Child Protection and attendee information:

- **ALL** Volunteers are background checked according to regulations in your country
  - Safe Adult supervisors to young people ratio (1 adult :10 Young People)
  - Do any of the attendees have any special needs or health requirements?
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## 3. First Aid Kit:

- First Aid kit Kit available
  - Location of the First Aid kit known to all volunteers
  - Which Volunteer knows first Aid?
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## 4. Emergency Contacts list:

- Location known to all attendees and posted clearly in the room
- Key Contacts are Included on the list:
  - Emergency Services
  - Local Doctor / Hospital
  - Police
  - Child protection Officer

## 5. Wheelchair accessibility:

- Do any attendees need wheelchair access?
- The venue is Wheelchair accessible
  - If not can you source a safe ramp if needed?

More information about CoderDojo:

Website: <http://coderdojo.com/>

Zen: <http://zen.coderdojo.com/>

Kata: [http://kata.coderdojo.com/wiki/Main\\_Page](http://kata.coderdojo.com/wiki/Main_Page)

Videos about CoderDojo:

- **CoderDojo, One Rule: Be Cool!:** <https://www.youtube.com/watch?v=k5ciSFjEN1c>
- **CoderDojo in 90 Seconds:**  
[https://www.youtube.com/watch?v=z\\_gcHG8J1E](https://www.youtube.com/watch?v=z_gcHG8J1E)
- **Coding the Future, The Story of CoderDojo so Far:**  
[https://www.youtube.com/watch?v=\\_bjboMjNr9Q](https://www.youtube.com/watch?v=_bjboMjNr9Q)