



# Health & Safety Policy

Policy No: 010

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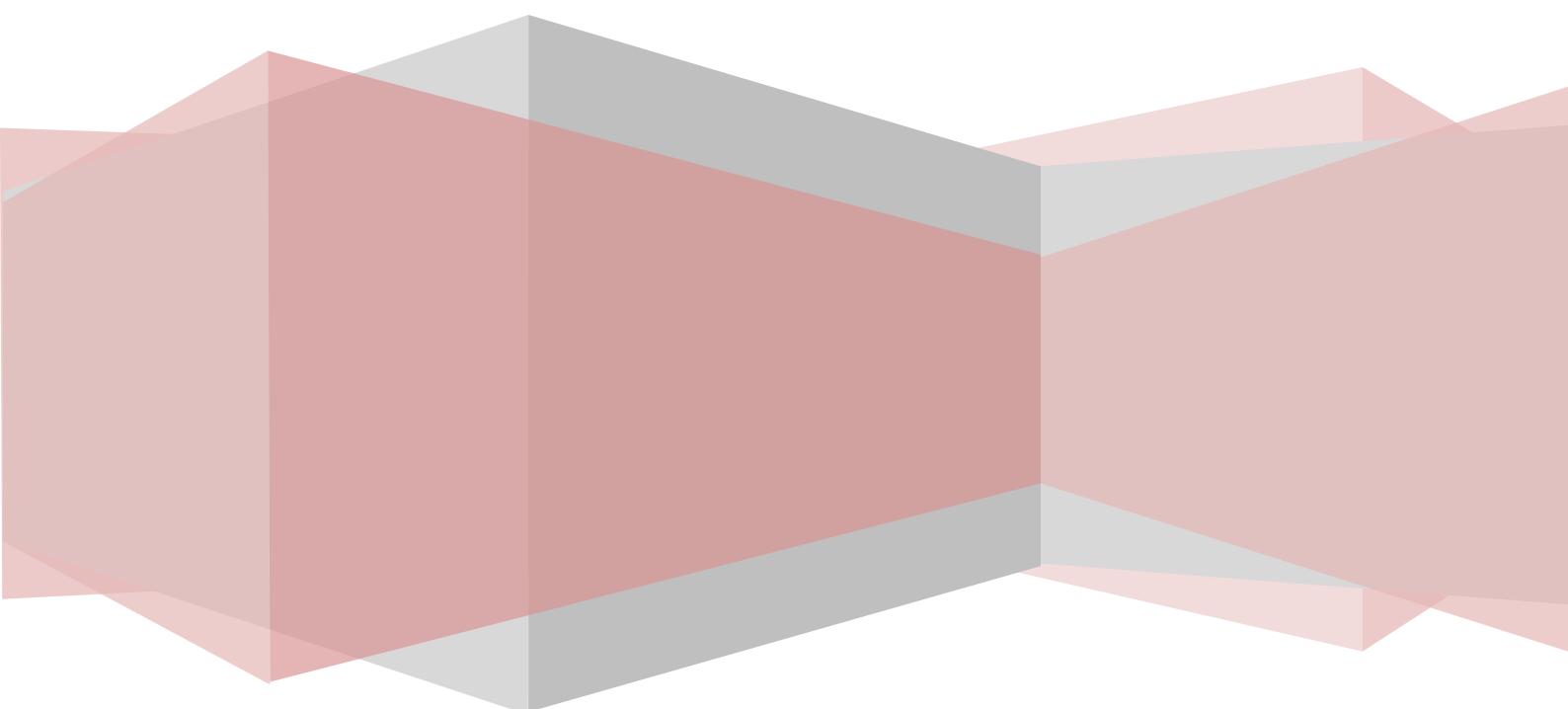
Date: May 04

Approved by Trustee: ..... Date:  
( A Smith)

Recorded by Office: ..... Date: .....  
(A.D. Webb)

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Reviewer: ..... Date: .....



## Review Record

Reviewer	Trustee Approved	Changes Made	Version No.	Date
Alan Webb		Cover pages added	1.1	Apr 08
Alan Webb		Revision following training	2.0	Nov 10
Alan Webb		Remove reference to just bus	3.0	Oct 17

### 1.0 Terminology

1.1 The term “staff” refers to employees, volunteers and trustees.

1.2 The term “Lead Youth Worker” refers to the youth worker appointed as the lead worker for that session.

1.3 The term “premises” refers to any vehicle or building in which the charity is operating

1.4 This document should be re in conjunction with the charity’s:

Generic Risk Assessment 011

Safeguarding Policy 001

Substance Use and Misuse Policy 005

Difficult Behaviours Policy 012

## Policy

### 2.0 Health and Safety at Work Act

The Health and Safety at Work Act 1974 requires that any organisation employing five or more people should produce a health and safety policy and bring it’s contents to the attention of it’s employees. This policy aims to set out minimum requirements for the safe working environment for the charity.

2.1 Minimum Legal Requirements to which the charity will adhere:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions

2.2 Health and Safety requirements apply to the Project’s Office, other premises used for activities and the buses when stationary as well as mobile.

## Procedure

### 3.0 Responsibilities

3.1 The Management Committee have overall and final responsibility for ensuring the health and safety of the staff and young people and for ensuring that health and safety legislation is complied with.

3.2 The day to day responsibility for ensuring this policy is put into practice is delegated to the Project Manager.

3.3 All staff have an individual responsibility for ensuring their own personal health and safety and that of others that may be affected by their acts. This includes:

- Cooperating with the lead worker and Project Manager on health and safety matters
- Not interfering with anything provided to safeguard their health and safety
- Ensuring they have read and understood the Generic Risk Assessment 011
- Reporting all health and safety concerns to the Project Manager or Chair of Trustees

3.4 The Management Committee will ensure that the Project Manager has suitable Health & Safety Training.

## **4.0 Risk Assessment**

### *4.1 Generic*

4.1.1 The Project Manager will carry out a Generic Risk Assessment at least once a year and up-date it where necessary – if a work place changes or new equipment is added.

Where possible this will be carried out in conjunction with representatives from the following groups:

- Trustees
- Youth Workers
- Young People

4.1.2 The assessment will be recorded and findings written down (see Generic Risk Assessment 011).

4.1.3 If action needs to be taken to reduce the risk of any element, this action will be recorded and added to the assessment.

4.1.4 All staff will be required to read and sign the assessment to acknowledge understanding.

### *4.2 Additional*

4.2.1 Additional risk assessments will be carried out for

- Residentials and trips
- Occasional activities during a youth work session (such as specialist crafts, visits, etc).

## **5.0 Fire Safety**

5.1 The Project Manager will ensure that all premises clearly display fire drill instructions.

5.2 All staff will take responsibility for ensuring they are aware of any fire hazards, know the location of fire exits and know the fire drill instructions.

5.2 Access to escape routes and extinguishers must not be obstructed.

### *5.3 Testing*

5.3.1 The Project Manager will carry out a fire drill every term and review the success or otherwise of the evacuation.

5.3.2 The Project Manager will carry out termly smoke alarm tests and ensure they are in working order.

### *5.4 Fire Drill Procedure*

If you discover a fire

- Raise the alarm by shouting “fire” loudly and repeatedly.
- Evacuate the premises immediately as below

If you hear the alarm, shout

- Evacuate the premises immediately; ensuring no one is left behind.
- Do not stop to collect belongings
- Do not take risks
- Assemble away from the premises in a safe place
- Ring 999 or 112 from mobile and ask for the Fire Service
- Speak clearly and answer the questions
- Do not re-enter the premises until the Fire Service has indicated that it is safe to do so

## **6.0 First Aid**

6.1 The Project Manager will ensure that all premises have a suitably stocked first aid kit (see [www.hse.gov.uk](http://www.hse.gov.uk) recommendations).

6.2 All sessions and activities will have an Emergency First Aid trained member of staff present.

6.3 All uses of First Aid must be recorded in the incident book contained within the First Aid kits.

## **7.0 Certificate & Poster Display**

7.1 The Project Manager will ensure that a copy of the up to date Employers Liability Insurance Certificate and Health and Safety Law Poster are displayed at all premises.

## **8.0 Accidents and Emergencies**

8.1 All staff must report all incidents whilst engaged in the charity’s activities which resulted or nearly resulted in personal injury to themselves or others, to the Project Manager in writing.

8.2 It is the responsibility of the Project Manager to ensure any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

8.3 It is the responsibility of the Project Manager to report incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). This covers the following incidents:

- Fatal accidents
- Major injury accidents/conditions
- Dangerous occurrences
- Accidents causing more than 3 days incapacity from work
- Certain work related diseases

## **9.0 Electrical Equipment Test**

9.1 The Project Manager will ensure that all electrical equipment is sight checked on an annual basis and PAT tested on every 3 years by a suitably qualified engineer.

## **10.0 Venues**

10.1 There will be a minimum of two members of staff working when young people are present. Three staff are recommended where ever possible.

10.2 Young people will not be allowed to assist in lifting heavy equipment or help to set up.

10.3 The bus will park taking into account roads, other members of the public, generator noise levels, accessibility, lighting, age of the children and general appropriateness of the site.

10.5 New youth work premises will be checked for appropriateness before use.

10.4 Staff will not give lifts home to young people without first requesting permission of the lead worker. If it cannot be avoided lifts should be given in pairs or more.

### **11.0 Numbers of Children and Young People**

11.1 The lead worker will determine the appropriate maximum number of young people allowed on the premises, based on size, number of rooms and number of staff.

11.2 In normal practice the charity will only work with young people aged 10 and above. However young people can be let into a venue at the discretion of the lead worker if they are aged 8 or above, if the venue is not already crowded and if the situation is deemed appropriate by the lead worker.

11.3 The lead worker will limit young people coming in to the venue if they deem a situation is becoming unsafe. Young people will be asked to leave if they are behaving in a way that is unsafe or dangerous (see Dealing with Difficult Behaviours Policy 012).