



this
is
your
place

Young People Count – No: 1153050

Policy and Procedures

Health and Safety Policy

STATEMENT OF INTENT

Young People Count are aware of our responsibility in regard to health and safety and to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all young people, staff, volunteers, trustees and the general public when they are using our facilities.

OUR COMMITMENT IN REGARD TO HEALTH AND SAFETY

- The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state
- Involving and motivating staff, volunteers and the Young People in health and safety matters
- Controlling situations which may threaten life, health or property
- The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

The Procedure

The trustees of Young People count will monitor this policy, it will be reviewed as required, but at least on an annual basis. The trustees will ensure that sufficient resources are available to provide any health and safety requirements

Responsibilities of YPC Safety Officer if we are using our own premises

- Maintenance of safety records
- Investigation of accidents – reporting when necessary to the trustees, to work to prevent future occurrences
- Providing accident statistics
- Keeping a watching brief on changing safety legislation
- The Safety Officer has responsibility to provide leadership and to promote responsible attitudes towards health and safety
- Review periodically all new and existing equipment with reference to mechanical and operational safety, and carry out regular safety checks and audits inc. PAT testing on an annual basis

- To monitor and review all aspects of this document to ensure that good practice in health and safety takes place at all times

Induction for all new staff, volunteers and trustees

Staff and volunteers are given induction training into health and safety procedures. An induction check list will show the following induction has taken place:

- Location of First Aid boxes
- Fire exit doors, and fire fighting equipment
- Fire evacuation procedures
- Accident reporting procedures
- Understanding all aspects of this procedure

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow these procedures in particular, to report any incidents that have or may have led to injury or damage. All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their manager

Accidents

Any injuries to anyone attending the facility will be recorded in the accident book. If the person injured is under 18 years of age their parent will be contacted and the conversation reported in the accident book. If the parent is collecting the young person then they need to sign this book.

In the event of an accident all staff and volunteers must inform the Safety Officer as soon as possible if there is any further concern or the accident is deemed serious. The Safety Officer will investigate all accidents with those who were present. The Safety Officer will ensure that necessary action is taken to prevent recurrence.

First Aid

First Aid boxes will be placed in appropriate places and clearly signposted. First Aid training will be provided for named staff or volunteers with re-training every 3 years. First Aiders will be identified by the green lanyard attached to their name badge.

Fire

Fire exits must be kept clear from obstruction. Fire doors separating the kitchen and the main downstairs area are held open with a magnetic closure that automatically releases when the fire alarm sounds. These must NEVER be held open with any other object. Fire regulations must be displayed in working areas. All staff and volunteers must receive

information and training upon fire equipment and how to use it. Practice evacuations for fire will take place regularly. This will always be done without the prior knowledge of those on duty or the young people present.

The assembly point in case of fire will be clearly identified by signage.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

NEVER touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorization has been given.

KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged.

ALWAYS switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported. *A qualified electrician will check all electrical equipment annually.*

Risk Management

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management should be the responsibility of the Safety Officer and designated trustee member.

Risk Assessment – with young people

The Young people will be encouraged to assess risk for themselves. In order to do this when an additional activity is taking place risk assessments will take place prior to the activity using the templates provided. These will allow the young people to identify the potential risk and find the most suitable ways of managing or avoiding the risk.

Lone Working

There should not be an occasion where there is not at least 2 members of staff or volunteers over the age of 18 working in the provision at any one time. If there should be an incident when this occurs the trustee on call should be notified immediately to act as support.

VDU users

An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, foot rests and support for typing.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible, safer alternatives will be found. If this is not possible, then substances will be labeled and stored safely.

Manual Handling

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift item alone if two people would be more appropriate

Training will be provided for staff and volunteers when necessary

Violence to Staff and Volunteers

Violence at work can be defined as:

“any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment” (The Health and Safety executive leaflet ‘Violence to Staff’,1990).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within Young People Count Equal Opportunities policy, as well as any other threatening behavior and physical attack.

Young People Count is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Therefore we will:

- Implement procedures that will be followed at all times to minimize risk and develop safe working practices
- Provide equipment such as personal alarms where necessary
- Maintain a report/record system
- Provide up to date information and training on personal safety issues
- Review systems and procedures on a regular basis

Staff and volunteers are required to:

- Follow the procedures set out with regard to personal safety (groups should set these out as separate appendices)
- Report any incident which comes under the definition above
- To report any incident where there was a feeling of threat
- To inform their line manager or Safety Officer of any new or increased risk in their work