



**Registered Charity Number: 1201381**

<b>Policy Name</b>	<b>Health &amp; Safety Policy</b>
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Policy Update Prepared By	Zachary Britton
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Policy Approved by: Chair of Trustees	David Jones
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Signed:	
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### Health & Safety Statement of Intent

*“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees.*

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions”.*

Source: *Health and Safety at Work Act, 1974.*

SSYI is committed to creating a healthy and safe working environment for all its staff and users within all their provision and venues where SSYI staff undertake activities sponsored and organised by the organisation. SSYI is therefore concerned to ensure that it operates all its activities in full accordance with the relevant Health and Safety legislation, regulations and official guidance and with the decisions reached between management and the Buildings and Health and Safety Committee.

SSYI is committed to:

- Providing training, supervision, information and equipment to achieve this objective;
- Undertake regular risk assessments and Health and Safety inspections;
- Ensure that Health and Safety issues are always on staff supervision agendas.

## 1. Responsibilities

1. It is the responsibility of the **Board of Trustees** of SSYI to ensure the policy for Health and Safety is reviewed and adopted on an annual basis.
2. Overall responsibility for implementation of health and safety within SSYI is the **Lead Youth Worker**  
The Lead Youth Worker will report to the Board of Trustees all serious accident report book entries, all reports coming under the terms set out in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and all problems identified in supervision and staff meetings.
3. All paid staff, volunteers and users will cooperate with designated managers in carrying out this policy and specific actions. In addition, they will immediately report to the **Lead Youth Worker** any potential hazard. All staff and users must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while participating in SSYI activities.
4. Designated first aiders are listed by SSYI's Administrator.
5. The **Lead Youth Worker** is responsible for ensuring that all volunteers and user groups are made aware of health and safety rules and procedures.

## 2. Health and Safety Arrangement

### ACCIDENT, INCIDENT AND HAZARD PROCEDURES

An "accident" is an unplanned event that results in injury or ill-health to people, or damages equipment, property or materials.

An "incident" is an occurrence such as a spillage, aggressive situation or minibus accident but without effect on health or without damage to equipment.

Relevant staff members and other people will investigate the accident / incident in order to avoid them arising again.

#### First Aid Boxes

- Youth Centre: In the kitchen both on the counter and in the cupboard above the grill
- Shred it Up: In the storage box, to be taken on all sessions
- Sawston storage cupboard
- Duxford storage cupboard
- All staff members carry a first aid kit in their cars

The names of qualified first aiders can be found in Appendix 1. Most paid members of staff will have first-aid training.

All first aid kits are to be checked on a regular basis by the **Administrator**, to ensure that they are adequately stocked.

#### Accident Procedure

Any accident must be recorded in an Accident Report Book by the person observing/involved in the accident. An Accident Report book is kept in the following places:

- Youth Centre first aid cupboard in the kitchen above the grill
- Group Folders

If any treatment is given, the entry must be signed by the recipient and if possible, by a parent or guardian if they are under 16. Parents/Guardians must be informed of accidents/first-aid treatment.

The person writing the report should take one copy and give the second copy to the **Lead Youth Worker**. The third copy remains in the Accident Report Book and is a legal document, which should be kept for thirty years.

Serious injuries, work-related disease and dangerous occurrences must be reported to the Chair of Trustees.

### **Incident Procedure**

**Any incident must be recorded on the Incident Form, which is kept in all Project Folders or available from the Lead Youth Worker, by the person observing/involved in the incident.**

The staff members and all relevant people will investigate the accident / incident in order to avoid their arising again.

Incidents can make young people, workers and volunteers feel threatened.

There is a Helpline 24/7 for support via Zac Britton 07599 024210 or the Youth Worker Lead at Romsey Mill Jon Sanders 07798 858302

If Jon or Zac are unavailable, a back-up person / number will be provided, for immediate response

SSYI will fund agreed counselling or other forms of mental health or stress support. Contact details of approved providers will be available via Jon S / Zac B.

### **Office Risk Assessment**

A 'hazard' is anything with the potential to cause an incident or accident (e.g. chemicals, electricity, working from ladders, etc). A 'risk' is the likelihood that a hazard will cause a specified harm to someone or something.

The aim of the risk assessment is to ensure a safe and healthy environment for staff and users by reducing risks.

Any remarks, control measures or actions are undertaken by a time limit chosen according to the significance of the risk.

The risk assessments are performed on an annual basis or whenever a substantial change occurs. The procedure for risk assessment is detailed in Appendix 2 and 3.

### **Hazard identification**

A course of action needs to be outlined. If the member of staff who finds the hazard can remedy it without doing anything to jeopardise their own safety [e.g. no electrical work (except changing light-bulbs), no power-tool use or complicated DIY (unless trained) and no climbing ladders (unless supervised)] then they should report the identified hazard to the **Lead Youth Worker**, check whether an alternative course of action has already been planned, and then respond as appropriate. The hazard identified must reasonably be expected to cause harm.

### 3. HEALTH AND SAFETY AUDIT AND REVIEW

With a formal lease for the Youth Centre we lay out our Health & Safety processes for the space to include Safety Checks and Inspections.

- Weekly fire safety checks performed by the administrator.
- Annually the emergency lighting is left on for an hour to check it's function.
- While there is no specific requirement for PAT testing itself, UK law demands that electrical appliances are safe and well-maintained to prevent danger. PAT testing of all electrical equipment is planned.
- The council check the property periodically
- The Fire officer inspects the property periodically

Reports of these inspections are kept with the **Administrator**.

### 4. HEALTH AND SAFETY TRAINING

A fundamental part of our Health & Safety Policy is to ensure that all staff possess the necessary skills to do the job, receive appropriate induction, and receive the necessary training to equip them to be able to perform their job safely.

The **Lead Youth Worker** is responsible for bringing the Health & Safety Policy to the attention of new staff and volunteers, and for going through it with them.

Depending on the duties of the person appointed as a volunteer or staff member, the **Lead Youth Worker** will assess what basic training should be provided and where this can be obtained.

Records of training undertaken by all staff and volunteers are to be kept by the **Administrator**.

### 5. SAFETY MAINTENANCE

Dates of inspections are recorded on the "safety maintenance sheet".

#### **Electrical equipment**

All electrical systems shall be maintained to prevent, so far as is reasonably practical, danger from electrical equipment, in accordance with the Electrical Equipment (Safety) Regulations 1994.

It is important that all portable electrical goods, e.g. kettles, computers and fans, be kept in a state of good repair. Staff members must report every sign of damage, missing parts etc to the **Lead Youth Worker**. If a staff member is unsure about the safety of the item, they must inform the **Lead Youth Worker** or the **Youth Worker in Charge**. Care must be taken with all electrical equipment.

### 6. FURTHER HEALTH AND SAFETY INFORMATION

**Please read and familiarise yourself with health and safety procedures. All staff must read the Health and Safety Policy and procedures and signed by all staff.**

You are reminded that you are responsible for ensuring that you act in a safe and sensible manner whilst undertaking work for SSYI. Failure to do so will lead to disciplinary action by SSYI and possible criminal proceedings under the Health and Safety at Work Act.

**EMERGENCY SERVICES:** 999 in emergency

**Other Contacts:**

David Jones - SSYI Chair of Trustees  
07711 063722

Romsey Mill - Partnering organisation  
01223 213162

Nicola Webster – Parish Clerk  
01223 616622

Social Services - 03450 455203

**PREMISES SAFETY**

**Cleanliness**

Due to the nature of our work with the community it is essential that all staff and volunteers are aware of the need for a high standard of cleanliness in general and particularly in rooms or areas where food is prepared and/or consumed. Food is consumed at much of our work with young people and therefore all staff handling food will use good food hygiene practice. If food requires cooking, this will be done by persons who have a food and hygiene certificate.

**Waste Disposal**

**SSYI Youth Centre**

- All non-recyclables should be placed in black bags and deposited in the bins provided. These should be emptied at the end of every session.
- All recyclables should be deposited in either the cans/plastic recycle bin or the paper/card recycle bin provided and emptied after every session.

**Safe stacking and storage**

All resources must be safely stored in the correct place out of the way of the users. If it is not clear where an item should be stored please ask the **Lead Youth Worker**.

**Gangways**

All fire exits and user routes must be kept clear of equipment to allow safe passage for staff and users.

**Dangerous substances/equipment**

All cleaning fluids are clearly marked and are stored away from users. Access is by staff members only. Written instructions on each container/bottle should be read carefully before using. Correct safety equipment e.g. gloves, goggles should be worn.

All scissors and sharp knives should be stored in the locked kitchen draw. Key located in the key cupboard in the office

## 7. FIRE SAFETY AND PREVENTION

**Lead Youth Worker** will make all staff and volunteers aware of the fire regulations proceedings of each activity and venue. Any fault with fire equipment or proceedings recognised when using a venue will be reported to an appropriate associate of that venue by the **Lead Youth Worker**.

Fire safety checks are carried out weekly by the administrator, testing the emergency lighting and checking all the signage, call points, extinguishers, emergency doors and fire blanket. Annually, the emergency lighting is checked for an hour.

Fire drills are performed every 6 months and at least once a year provide refresher fire safety training sessions to make sure that staff remain familiar with the fire safety arrangements for the workplace and are reminded of the action to be taken if there is a fire.

All soft furnishings should have fire safety labels attached.

## 8. Shelford and Stapleford Youth Initiative FIRE INSTRUCTIONS

In the case of fire, you must evacuate the building in accordance with the Fire Instructions. It is your responsibility to be aware of these instructions and where the nearest Fire Exit and Fire Appliances are located. It is the responsibility of staff members to be aware of the fire procedures in place at the venues used for SSYI activities.

Use nearest available exit.

Always put your own safety and that of others first.

Do not stop to collect personal belongings.

Do not re-enter the building until the Fire Brigade / Person in Charge says it is safe to do so.

## IMPORTANT NOTES REGARDING FIRE PROCEDURES

- In the event of a fire/fire alarm the **Lead Youth Worker** or **staff member in charge** must know who is in the building. Staff members are responsible for knowing how many staff/volunteers and users are in attendance for each group.

### In the event of a fire:

- The person in charge at the assembly point will normally be the **Lead Youth Worker** – in his/her absence it will be the staff member in charge of that group/session.

Please encourage calmness and quiet so that checking is accomplished quickly

## Fire Exits, Fire Extinguishers and Fire Alarm Call Points

- It is important to familiarise yourself with the location of fire exits, fire extinguishers and fire alarm call points in case of emergency. Please ensure that fire extinguishers are not tampered with.
- Internal fire doors must be kept closed at all times and if they have glass windows to enable Fire Officers to see into a room they should not be covered by posters etc.
- Fire exits and corridors must be kept clear at all times both inside and outside of the building.

## 9. LIFTING AND MANUAL HANDLING

### ISSUES TO CONSIDER:

1. TASK
2. LOAD
3. WORKING ENVIRONMENT
4. WHO IS DOING THE ROLE
5. HOW THE ABOVE INTERACT

### TASK

Does it involve:

- manipulating loads
- posture
- reaching
- excessive load
- lifting
- pushing and pulling
- sudden movement
- prolonged physical effort
- rest and recovery periods

### LOAD

Is it:

- heavy
- bulky or difficult to grasp
- unstable
- sharp
- hot

### WORKING ENVIRONMENT AND SPACE

- Observe floor quality, and uneven surfaces.
- Monitor the temperature you are working in.
- Is lighting safe and good/adequate quality?
- Ventilation – does it appear adequate?



## CAPACITY FOR THE JOB

- Does the person doing the job have unusual strength or height?
- Is there a hazard, e.g. pregnancy, health condition, back injury?
- Does the task require specialist training?

## 10. VISUAL DISPLAY UNITS (VDUs)

Guidelines for using VDU's:

- Ensure that when working at a VDU you have adequate space and lighting.
- Adjust your chair to find the most comfortable position, and change your posture as often as practicable.
- Do not allow the screen to flicker or jitter.
- Plan your work so that you do not have to sit at a VDU for long periods of time. Take regular breaks.

## 11. DRIVING AT WORK

SSYI recognises its responsibility to ensure that others are not put at risk by work-related driving activities of staff. We therefore operate a Driving at Work Policy which sets out the minimum standards required to ensure the safety of all staff and young people travelling as passengers, arising from driving whilst at work. It ensures that SSYI complies with the Management of Health and Safety Regulations 1999 and the Road Traffic Act 1991.

## 12. TRIPS AND RESIDENTIAL ACTIVITIES

SSYI takes the safety and security of young people in its care very seriously. Day and residential trips are well planned and prepared to ensure the safety of young people and staff.

## 13. LONE WORKING

SSYI acknowledges its obligation, under the Health and Safety at Work Act 1974 (HSW) and the Management of Health and Safety at work Regulations 1999 (MHSW) to assess the health and safety risks to which employees are exposed arising from activities undertaken at work.

The Management of Health and Safety at Work Regulations (1999) requires that an assessment of risk be carried out for employees who will be working alone. Where there are risks to the employee, control measures need to be identified and implemented to help reduce them.

The staff of SSYI should, wherever possible, try to work in pairs but in situations where it is necessary for employees to work alone measures need to be in place to ensure there is a minimal risk to staff safety. Lone workers are employees or volunteers who work alone away from the physical presence of another member of staff in the delivery of programme activities.

**No staff member is expected to undertake any activity or enter any situation where they face serious and unacceptable risks.**

In all other situations, risks must be assessed, and measures put in place by the **Lead Youth Worker** to reduce and minimise the safety risks both to staff working alone and SSYI programme participants with whom they meet.

It is the responsibility of the employee to create a safe working environment when working alone by raising any concerns. Staff should be aware of risks to themselves and to other colleagues should alert **Lead Youth Worker** to any areas of concern.

The types of lone work carried out by SSYI staff include:

- Home visits;
- Running sessions and meeting SSYI programme participants one-to-one;
- Transporting SSYI programme participants in staff cars or in minibuses.

Working alone makes programme participants more vulnerable, however working alone is at times essential.

## 14. Personal Protective Equipment at Work (Amended) Regulations 2022 (PPER 2022)

The Personal Protective Equipment at Work Regulations 1992 place duties on employees to take reasonable steps to ensure that the PPE provided is properly used. The regulations also place the following duties on employees. PPE must be worn and used in accordance with the instructions provided to them.

PPE is stored with the first aid equipment in the kitchen cupboard above the grill.

Employers have a legal duty to make suitable, properly maintained workplace safety equipment available, free of charge, to any employees working in potentially hazardous environments.

## Documents related to Health and Safety Policy

Appendix 1: First Aiders

Appendix 2: Risk Matrix

Appendix 3: Risk Assessment Form

### Appendix 1 - First Aiders

Name	Date Completed	Date Expires
Zac Britton	17.04.2024	April 2027
Tina Woodstock (mental health)	17.04.2024	April 2027
Tilly Akoto	17.04.2024	April 2027
Kirsty Townsend	03.07.2023	July 2026
Kay Salter	02.08.2023	Aug 2026

Appendix 2

RISK MATRIX

	Severity				
	Death	Extensive injuries requiring hospitalisation Offence against person Have to stop activity for others	Outside medical treatment required Offence against property Have to remove individual	On site first aid treatment Disruption to others taking part	Minor injury/ damage Disruption for individual
5	5	4	3	2	1
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

→ High Risk

→ Medium Risk

→ Low Risk

Appendix 3

**RISK ASSESSMENT**

<b>Project Details</b>			
Project name:			
Venue (s)/ Location:			
Date (s):	Time (s):		
Lead worker:	Additional staff:		
Number of young people:	Nominated first aider (s):		

HAZARD	WHO MIGHT BE HARMED	HAZARD SEVERITY	LIKELIHOOD	RISK RATING	MITIGATION	FURTHER ACTION REQUIRED	SIGNED (Initial and date)

Signed (lead worker):	Date:
Signed (line manager):	Date: