



HEALTH & SAFETY POLICY

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KEY CONTACTS

Appointed Dedicated Person for Health & Safety	
Name	Gemma Lockyer Turnbull

Appointed Dedicated Person(s) for First Aid	
Name	Wendy Taylor Dodd

TERMS OF REFERENCE

Dedicated Person for Health & Safety: An employee/volunteer of NE Youth who is ultimately responsible for ensuring Health and Safety within the premises.

Dedicated Person for First Aid: An employee or volunteer of NE Youth who is ultimately responsible for ensuring adequate First Aid provision within the premises.

GENERAL STATEMENT OF POLICY

It is the policy of NE Youth to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation to provide and maintain a healthy and safe working environment.

NE Youth's health and safety objective is to minimise the number of accidents and illnesses and ultimately achieve an accident-free environment, through control and monitoring. All staff/volunteers and Board of Directors will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

NE Youth will pay particular attention to the provision of:

- Public and Liability Insurance.
- Policies and Procedures.

- A healthy working environment.
- Safe and suitable resources and equipment.
- Sufficient training for staff/volunteers and Board of Directors to ensure their ability to comply with health & safety regulations and procedures.
- First-Aid kits in all work-sites, Organisation mini buses (if applicable) and trips/activities.
- Risk Assessments for all aspects of work carried out by NE Youth, including premises, activities and lone-working
- Events/activities
- Membership/user group Application Forms
- Guidelines for use of Consent Forms

Whilst NE Youth will do all that is within its powers to ensure the health and safety of its staff/volunteers and Board of Directors, it is recognised that health and safety at work is the responsibility of each and every individual. It is the duty of each worker to take “reasonable care” of their own and other people’s welfare and to report any situation which may pose a threat to the well being of any other person, provided that such persons take reasonable care of their own welfare.

NE Youth’s Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed at least every 12 months.

The specific arrangements for the implementation of the Policy and the personnel responsible are detailed overleaf.

1. SAFETY PERSONNEL

The current appointed dedicated Health and Safety Officer is **Gemma Lockyer Turnbull** and he has overall and final responsibility for health and safety within NE Youth. The appointed Health & Safety person is also responsible for overseeing and monitoring this Policy.

2. USER GROUPS

All user groups using NE Youth staff will be asked to sign a Service Level Agreement (SLA) confirming that:

- All damage to premises/equipment must be reported to a senior worker and/or the Board of Directors immediately.
- The lead worker should ensure Health & Safety of their users and should have an Emergency First Aid Kit, First Aider and Child Protection trained person/s.
- Accidents should be reported to a senior worker and/or the Board of Directors and recorded in the accident book, obtainable from NE Youth.
- All groups should have Public Liability Insurance, Policies and Procedures and Enhanced Disclosure Barring Service Checks (DBS) (where applicable) in place.
- All staff must adhere to NE Youth's Policies and Procedures
- NE Youth cannot be held responsible for any accident/ loss or damage incurred by user groups without insurance cover.

3. COMMUNICATION

Communication between staff/volunteers, Board of Directors and users at all levels is an essential part of effective health and safety procedures. The dedicated person for Health & Safety and the Board of Directors will endeavor to communicate their commitment to safety to ensure that staff/volunteers and user groups are familiar with the contents of NE Youth's Health and Safety Policy.

4. CO-OPERATION & CARE

Co-operation between staff/volunteers, Board of Directors and user groups at all levels is essential. All workers have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of NE Youth.

5. STAFFING

The following good practice will help ensure everyone's interests are protected and that young people enjoy planned activities in a safe environment:

There will be a suitable ratio of responsible adult supervisors (paid/unpaid workers) to young people – to be determined based on the needs of the group.

All activities must be risk assessed by the senior worker to determine the appropriate safe supervision level for that particular group/activity. For higher risk activities, consideration will need to be given to greater adult supervision, as appropriate. The outcomes of risk assessments should be communicated to other staff and volunteers and, when appropriate, any young people taking part.

Young people should be adequately supervised at all times whilst participating in activities, even whilst accompanied by other adults.

Working alone must be avoided, or practical measures should be taken to minimise the risk. Staff/volunteers should ensure that colleagues are aware of their location at all times. There should be a minimum of 2 'Responsible Persons' (adults) present at every session/event or activity.

Suggested desirable ratios of adult: young people for activities:

- 4 – 8 years: 1 adult to 6 children
- 9 – 12 years: 1 adult to 8 children
- 13 – 18 years: 1 adult to 10 children

6. TRAINING

Training is regarded as an indispensable ingredient of an effective health and safety programme. Staff/volunteers and Board of Directors in NE Youth will be trained to perform his or her job effectively and safely. All delivery staff, as a minimum, will have a First Aid qualification.

All staff/volunteers and Board of Directors will be inducted in safe working practices and procedures prior to being allocated any new role.

Information sharing sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their duties. Health and Safety will be a standing agenda item in team meetings and staff supervisions.

The dedicated person for Health & Safety holds overall responsibility for co-ordinating training; however it is also the responsibility of each individual to recognise their own training needs.

7. WORKPLACE INSPECTIONS

The designated person for Health & Safety or the senior worker (of each session) will conduct regular inspections of the workplace.

8. WORKING ENVIRONMENT

Staff/volunteers, Board of Directors and user groups should ensure that:

- Work areas should be kept clean and tidy.
- Any spillage should be cleaned up immediately and cleaning articles and

substances are returned to designated locations after use.

- Floor areas should be cleaned on a regular basis and should be well lit and free of obstruction.
- Waste materials and rubbish should be removed routinely. All combustible waste materials must be discarded in an approved manner.
- Any change in the floor elevation of any walkway or passageway should be clearly marked.
- Walkways and passageways should be kept clear from obstruction, however, if objects are to be stored in or around a passageway for a short length of time, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
- Any equipment or resources used are fit for purpose, safe and appropriate to the individuals or groups who will be using it

9. MANUAL LIFTING AND MOVING

- Staff/volunteers, Board of Directors and users should not attempt to lift or move a load that is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower etc.
- When lifting an object off the ground workers should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.
- If staff/volunteers or Board of Directors feel it necessary, a Manual Lifting Course can be made available.

10. DISPLAY SCREEN EQUIPMENT

It is the Policy of NE Youth to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

11. CONTROL OF HAZARDOUS SUBSTANCES HARMFUL TO HEALTH (COSHH)

COSHH is the law that requires employers to control substances that are hazardous to health. NE Youth staff are not required, on a day to day basis, to handle any potentially hazardous substances. All cleaning substances are kept in a cupboard not accessible to the public.

The Session Record Checklist instructs staff for the need to visually check any premises where delivery is due to take place before young people access the building. If any hazardous materials are found (e.g. bleach) staff must ensure these are stored securely before the session begins.

If NE Youth staff or young people need to handle substances (e.g. for an activity) instructions must be followed and protective clothing/masks must be worn.

12. SMOKING POLICY

The Smokefree Law was introduced on July 1st 2007, it is aimed to protect employees and the public from the harmful effects of second-hand smoke, ensuring that all enclosed public places and workplaces are smokefree. The new law will require no-smoking signs to be displayed in all smokefree premises and work vehicles, staff/volunteers, Board of Directors and user groups have legal responsibilities to ensure everyone adheres to this and failure to comply with the new law will be a criminal offence. Penalties and fines for smokefree offences are set out below:

- **Smoking in smokefree premises or work vehicles:** a fixed penalty notice of £50 imposed on the person smoking. Or a maximum fine of £200 if prosecuted and convicted by a court.
- **Failure to display no-smoking signs:** a fixed penalty notice of £200 imposed on whoever manages or occupies the smokefree premises or vehicle. Or a maximum fine of £1000 if prosecuted and convicted by a court.
- **Failing to prevent smoking in a smokefree place:** a maximum fine of £2500 imposed on whoever manages or controls the smokefree premises or vehicle if prosecuted and convicted by a court.

Staff and volunteers are **not** permitted to smoke or vape in view of service users or during sessions.

13. WELFARE OF STAFF – WORKING HOURS

In line with our commitment to staff wellbeing, we respect the right of employees to 'switch off' whilst not at work. What this means in practice is that we will not routinely ask employees to work outside of their routine hours – this includes work relating to face to face meetings, emails and phone calls.

14. FIRE SAFETY GUIDELINES

14.1 Fire Safety

NE Youth's Fire Safety Guidelines take account of special fire hazards in specific areas of the premises and, where appropriate, have been compiled with the assistance of the local Fire Service, who assist with inspecting and testing fire fighting prevention and protection equipment, as well as advising on safe practices and procedures.

Under Fire Safety legislation the 'responsible person' for each premises is required to carry out a Fire Safety Risk Assessment and take steps to reduce or remove the risk. The Risk Assessment will take into consideration the effect a fire may have on anyone in or around the immediate vicinity. This will be kept under regular review; a management plan should be implemented and maintained.

Fire Safety Law changed in October 2006 with the introduction of the Regulatory Reform (Fire Safety) Order 2005. The requirement for premises to have fire certificates has been abolished and any previously held are no longer valid. Instead the law:

- Emphasises preventing fires and reducing risk.
- Places the responsibility on NE Youth to ensure the safety of everyone who uses NE Youth's premises.

The appointed dedicated person for Health & Safety is responsible for:

- The regular provision, maintenance and implementation of fire prevention i.e. (testing of fire/smoke alarms), detection and firefighting equipment.
- Ensuring Fire Safety and Fire Exits signs are clearly displayed at the strategic points throughout NE Youth.
- Keeping and operating areas safe from fire, ensuring that staff/volunteers, Board of Directors and user groups are aware of this policy and are trained in fire prevention practices and emergency procedures.
- Ensuring the safety of everyone who uses the premises and the immediate vicinity.

All staff/volunteers, Board of Directors and user groups should:

- Be aware of, respect and adhere to the procedures contained in this policy.
- Ensure workplaces, emergency routes and exits are maintained and kept clear at all times.
- Have a duty to immediately report any fire, smoke or potential fire hazards to the fire service (dial 999).
- Have a responsibility to conduct their operations in such a way as to minimise the risk of fire. This involves adhering to the smoking policy (see page 9); keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Know their evacuation route and assembly point in case of fire. The name of the appointed Health & Safety person and evacuation details should be displayed in a prominent place.
- Risk assessments will be conducted prior to every session/activity in connection with health and safety associated with NE Youth.

14.2 Fire Detection Equipment

Fire/smoke alarms are located at strategic points throughout NE Youth and should be frequently maintained and tested by the appointed Health & Safety person/s. The system is tested on a weekly basis by NE Youth and annually by a specialist company.

14.3 Fire Fighting Equipment

Fire extinguishers and fire blankets are located at strategic points throughout NE Youth. Staff/volunteers, Board of Directors are expected to tackle a fire themselves, only if it would pose no threat to their personal safety. If the situation is dangerous or potentially dangerous, the fire alarm should be activated and evacuation of the building should be immediate.

14.4 Fire Exits

Are clearly marked and must be kept clear from obstruction in case of an emergency evacuation.

14.5 Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), everyone must leave the building by the nearest available exit and assemble at the designated assembly point.

Practice fire drills will be conducted frequently to ensure familiarity with emergency evacuation procedures. Drills should also be practiced when delivering services from external organisation's premises.

14.6 Fire and Emergency Procedures

The appointed Health & Safety person is responsible for ensuring that all staff/volunteers, Board of Directors are fully aware of the Fire and Emergency Procedures for NE Youth. Information about fire precautions will also be given at suitable and regular intervals.

Accordingly, as soon as possible new staff/volunteers, Board of Directors and user groups should be conducted over the whole of the premises and should be shown and instructed in basic fire precaution measures, e.g.

- Run through the fire procedure notice with them.
- Location of the fire alarm points and how to operate them.
- Location of fire extinguishers and discuss the various types of extinguishers

and classes of fires on which they can be used.

- What to do on discovery of/or suspicion of a fire.
- Means of escape routes.
- Fire exits (front and rear doors).
- Location of Assembly Point
- Run through Roll Call procedures.

NE Youth is also responsible for maintaining a current up-to-date daily register of people on the premises. The senior worker shall take the Roll Call should the fire alarm operate, reporting the outcome to the appointed Health & Safety person.

All staff/volunteers must ensure the safe exit from the building of any users/visitors being entertained at the time of the fire alarm sounding and should check that the designated areas are evacuated of all individuals.

Evacuation drills should be regularly carried out at all venues where NE Youth staff carry out work with young people

15. ACCIDENTS/FIRST AID/NEAR MISSES

15.1 Accident Investigation & Reporting

It is the policy of NE Youth to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

15.2 Reporting Accidents/Concerns

In the case of an accident causing injury NE Youth/user group must ensure that the injured person is being cared for and send immediately for a First Aider. Do not move the injured person.

In the case of an emergency dial 999 and ask for the Ambulance Service.

15.3 Accident Book/Reporting

NE Youth must have an Accident Report Book. A log of any accident, injury or incident of concern should be taken and kept on file in accordance with data protection. The accident book can be found on the bottom shelf of the signing in table in reception. Accidents which happen offsite must be recorded on the Offsite Incident/Accident Form in line the relevant procedure.

Staff/volunteer, Board of Directors and user group's responsibilities:

When you are injured at work, the law says you have to tell your employer as soon as you can. You can do this by writing about your accident in the Report Book yourself or asking someone else to do so, on your behalf.

Accident investigation is a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, the appointed Health & Safety person or a senior worker will draw up a report detailing:

- The circumstances of the accident (including photographs and diagrams wherever possible).
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a legal advisor or trade union representative present.

The completed report will then be analysed by the appointed Health & Safety person who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. The appointed person will also look for any emerging trends evident across reports so that appropriate action can be taken to avoid further accidents.

Staff working outside the offices of NE Youth should complete the **Offsite Accident/Incident record** form located within the Policies and Procedures Manual and return within 24 hours to their line manager.

15.4 Near Misses

Near misses are defined as 'an event not causing harm, but has the potential to cause injury or ill health'. Staff should always report near miss events to the appointed person so that potential future accidents can be prevented from occurring.

15.5 First Aid

It is the intention of NE Youth to comply with Health and Safety (First Aid) regulations 1981 and the Approved code of practice (First Aid) regulations.

- First Aid boxes should be kept in NE Youth; one appointed trained person is responsible for the regular checking and restoring of the First Aid Equipment/Station and should take control when somebody is injured or ill and call the emergency services if necessary.
- All First Aid Stations should be clearly marked, maintained and be easily accessible by all staff/volunteers, Board of Directors and user groups (if applicable) during all working hours.
- Make sure a working telephone (landline or mobile) is always available. A list of local hospital telephone numbers and any other emergency numbers should be made available next to each First Aid Station.

The Current Appointed First Aid Person is: **Wendy Taylor Dodd** and she is responsible for reporting all cases of accident and illnesses to the appointed person for Health & Safety who records and maintains all information regarding accidents. The accident book can be found on the bottom shelf of the signing in table in reception

All staff/volunteers, Board of Directors and user groups are responsible for reporting "Where Applicable", cases of accident and illness to the appointed Health & Safety person.

16. FOOD HYGIENE

All cooking activities will take place under the supervision of a staff member

who has completed Food Hygiene training. The trained staff member must ensure that all safe food handling processes are followed and that all consent/registration forms are checked for details relating to any food allergies and that all ingredients are suitable for use.

17. ALL STAFF/VOLUNTEERS AND BOARD OF DIRECTORS

Should

- Be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- Have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of NE Youth.
- Immediately report any unsafe practices or conditions to the relevant authority
- Carry out the necessary risk assessments and keep and maintain accurate records of accidents, injuries, dangerous occurrences and known exposure to health risks.

Should Not

- Take any prescribed medication that may impair judgement. Any worker should remain absent from NE Youth whilst taking such medication.
- Be under the influence of alcohol or any illicit, illegal or intoxicating substance. Any worker failing this would then be suspended from duties with immediate effect pending an investigation.
- Smoke or vape inside the premises or in the presence of young people
- Undertake a task which appears to be unsafe without a review of the risk, until adequate safety instructions have been received and they are authorised to do so.

18. CENTRE BASED WORK WITH YOUNG PEOPLE

As an organisation working with young people NE Youth Board of Directors recognise their duty of care.

- Applications for young people to register with NE Youth will be kept up to date annually through the young people's registration process.
- All indoor/outdoor sessions, activities, trips and events involving young people are planned and prepared in advance and have been done in line with risk assessments and wherever possible, measures are made to reduce risks and potential harm.
- Clear ground rules are established and agreed with all young people.

Offsite Trips/Activities which involve young people are all carried out with a full risk assessment and only once when insurance, consent and safety certificates are in place and issued. An offsite checklist should be completed by the lead member of staff. The checklist is available on the non-critical drive.

All applicable aspects of this policy should be adhered to by staff and volunteers delivering in other venues.

19. TESTING OF EQUIPMENT

NE Youth will ensure the regular testing of equipment. This is to include annual PAT testing for electrical devices. NE Youth will arrange specialist annual testing of gas equipment line with legal requirements. All equipment faults should be reported to the designated person for health and safety as soon as possible to prevent potential accidents occurring.

19. HEALTH AND SAFETY OF REGULAR OFFSITE ACTIVITIES

When NE Youth delivers regular services from a third parties' premises, a Memorandum of Understanding will be drawn up to clearly outline each organisations' responsibility with respect to health and safety arrangements to include: the testing and servicing of electrical, gas and fire equipment.

NE Youth will develop risk assessments for all premises where our work takes place and will ensure they are reviewed regularly to ensure they remain fit for purpose.

20. TEMPLATES

Templates of forms mentioned in the policy are available for staff on the non-critical drive. These templates include, Offsite Checklist, Risk Assessment Template, Registration Forms and

The most current Fire and Building Risk Assessments will be communicated to staff and are available to view at any time. They are stored on the non-critical drive, in the Health and Safety folder.