# Health and Safety Policy

Sprowston Youth Engagement Project (SYEP) is committed to upholding excellent levels of health and safety to safeguard the health and wellbeing of all our volunteers, staff, young people, and visitors. To ensure this, SYEP is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety.
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance is provided on the safe handling and use of substances.
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction, and supervision.
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

## The SYEP Trustee Board/Management Committee

The Trustee Board/Management Committee is ultimately responsible for the Health and Safety policy and practice of SYEP. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

## Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with SYEP with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g., trip hazards or broken equipment) to their supervisor.
- Report the discovery of any hazardous material, including asbestos, immediately to their supervisor, Youth Operations Manager of Chair of Trustees. Also ensuring that staff, service users or visitors do not go near the material.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their task, location, and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g., climbing on a chair to reach heights)
- Not bring into SYEP, without the appropriate authority, any tool, substance, or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

## Accident Reporting

It is the responsibility of the Youth Operations Manager to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms and the Accident Book are kept in register folder located inside the equipment box.
- All accidents will be investigated by the Youth Operations Manager and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.

- Report forms and full details of reportable accidents and incidents are kept and maintained.

## Procedures and Guidelines

Whilst the SYEP Trustee Board has overall responsibility for Health and Safety, the Health and Safety Officer is **Clare Lincoln (Youth Operations Manager)** responsible for co-ordinating the day-to-day implementation of the Health and Safety policy and procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues.
- Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles.
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Board
- Ensuring that Health and Safety information is included in new volunteer inductions.

## First Aid

- The First Aid Officer **is Finley Norton-Brignell (Senior Youth Worker)**
- The First Aid kit will be regularly checked and restocked by the First Aider
- The First Aid box is kept by the lead of each project, and it should be left where all staff are told and have access to.
- The Accident Book is kept in a confidential secure place and Accident Forms are available from Lead of the Project - See Appendix 1.

## Fire Safety

When hiring different venues all SYEP staff and volunteers will be made aware of the venue's fire evacuation plan, fire exits and fire assembly point as this differs from building to building.

- The Fire Safety Officer is **Finley Norton-Brignell (Senior Youth Worker)**

- A Fire Safety Officer is designated for each project, this will be the Project Lead, who will work closely with the Fire Safety Officer**.**
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly.
- The Fire Alarms are clearly marked at each venue we hire.
- The Fire Extinguishers are clearly marked at each venue we hire.
- Fire Drills will be held monthly.
- The Fire Exits are clearly marked at each venue we hire.
- The Emergency assembly point will differ from venue to venue.

## Insurance

SYEP has appropriate insurance for its needs. This is:

Markel Direct UK

Claim Telephone Number: 0345 355 2227

Policy No: A46788/1119

## Risk Assessment

All SYEP's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people, and the public. All risk assessments are carried out by a minimum of two workers (including worker supervising activity) and kept by (Health and Safety Officer) and regularly reviewed and updated. The risk assessment template can be found in Appendix 2.

- Whilst every risk assessment is different, it is likely that they will cover the need for:
    - Consent and Information forms for young people.
    - Information and emergency contact details for workers
    - Continuous implementation of SYEP Child Protection Policy and Procedures
    - Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by SYEP.

- Appropriate insurance for all activities.
- Adequate worker ratios, training, and supervision for all activities.

## Training

Completion of the iHASCO online training course is compulsory for all employees/ senior youth workers, youth workers and volunteers within 2 weeks of joining SYEP. This is mandatory training. A refresher course must be undertaken annually.

## Appendices

**1 - Accident report form**

**2 - Risk assessment form**

# ACCIDENT/INCIDENT FORM

| | | | |
|---|---|---|---|
| **INCIDENT DATE** | | **Incident time** | |
| **LOCATION** | | **Date/Time reported** | |
| **PERSON INJURED /INVOLVED** | | | |
| **FULL NAME** | | | |
| **ADDRESS** | | | |

| **DETAILS OF ACCIDENT / INCIDENT** |
|---|
| |
| |
| |
| |

| **NATURE & EXTENT OF INJURIES** | |
|---|---|
| | |
| | |
| **What action Was taken?** | Ambulance called / First Aid / Hospital / Police |
| | **Other please specify.** |

| **WITNESS(ES)** | |
|---|---|
| **Name:** | **Contact:** |
| **Name:** | **Contact:** |

| **ACTION WHICH WOULD HAVE PREVENTED THE INCIDENT** |
|---|
| |
| |
| |
| |

| | | |
|---|---|---|
| **Form completed by** | | **Date:** |
| **Approved by** | | **Date:** |
| **Signature** | | |

| | **ASPECTS TO CONSIDER** | **RISK RATING** | | **MEASURE TO DECREASE RISK** | |
|---|---|---|---|---|---|
| AREA OF POTENTIAL RISK | HAZARDS | LIKLIHOOD | SEVERITY | WHAT? | WHO? |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| RISK ASSESSMENT | ASPECTS TO CONSIDER | RISK RATING | | MEASURE TO DECREASE RISK | |
|---|---|---|---|---|---|
| AREA OF POTENTIAL RISK | HAZARDS | LIKLIHOOD | SEVERITY | WHAT? | WHO? |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

Drawing/Photo of Area:

**Risk Assessment**

**Date –**

**Location –**

**Carried out by –**

**General Comments: A dynamic risk assessment will be carried out each session to look for any hazards as and when they happen.**

**Manager's Signature…….. Date……..**