

General Statement

It is the policy of the Charity to take all reasonable steps to ensure the health, safety and welfare of its employees and volunteers, and it will establish procedures and systems necessary to implement such a policy.

The Charity will also ensure that all relevant statutory duties and obligations are satisfied, as set out in the Health and Safety at Work etc. Act 1974.

The Charity will provide and maintain a healthy and safe working environment with the objective minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All employees and volunteers will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the objective.

The Charity also recognises its duty to protect the health and safety of all visitors to the organisation, including contractors and temporary workers, as well as any members of the public who might be affected by the Charity's work operations.

While the Charity will take all reasonable steps to ensure the health and safety of its employees and volunteers, health and safety is also the responsibility of the employees and volunteers themselves. All employees and volunteers should be aware of, respect and adhere to procedures contained in this policy. It is the responsibility of each employee and volunteer to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of themselves or of any other person. If an employee or volunteer is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is their responsibility to report this to their manager or ultimately to the Safeguarding DSL or trustees.

An effective health and safety programme requires continuous communication between managers and employees and volunteers at all levels.

All injuries, however small or slight, sustained by a person at work must be reported to their line manager. Accident records are crucial to the effective monitoring and revision of the Health, Safety and Risk Policy and must therefore be accurate and comprehensive.

Breach of the Policy by an employee may lead to disciplinary action and in serious cases of breach of Health and Safety Policy and Procedures, may lead to dismissal.

Breach of the Policy by a volunteer may result in suspension or cessation of their volunteer role with YAI.

Full details of the Policy and Procedure are detailed in this document.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

HEALTH & SAFETY

Roles & Responsibilities

Health & Safety Officer – Mrs Elka Katz

Providing safe resources and maintaining equipment. Checking with the Project Managers that everything is up to date. Staff understand their roles and responsibilities and are implementing the policy.

Chair of Committee

Checking risk assessment are correct, and recorded, ensuring that staff are following procedure.

Risk and Audit Team:

The Risk and Audit Committee will receive and review a quarterly Health and Safety Report, and an annual Health and Safety report will be provided to the Board of Trustee

All Senior Staff

To ensure that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of the customers, staff and children. To make sure that equipment is in good working order and is checked on a regular basis.

All Staff

Must ensure that they are aware of Health & Safety procedures by reading the Health & Safety literature in the organisation office. Checking equipment regularly and adhering to the correct procedures.

Maintain an active interest in the implementation of the Safety Policies throughout the Charity to ensure that all levels of management and employees carry out their duties in this respect.

- b) Ensure that the managerial responsibility and accountability for the safety, health and welfare of its employees as well as for the health and safety of others that may be affected by its undertakings, is specified in writing.
- c) Ensure that the appropriate safety training and instruction is provided, and that accident prevention is included in all relevant training briefings.
- d) Sustain an awareness of the need to prevent accidents and risks to health in the minds of all employees and volunteers.
- e) Take into account, when risk assessing its work, any aspects which may help to eliminate injury, industrial disease, pollution and waste.
- f) Make appropriate accident prevention arrangements at the workplace and maintain liaison with all other employers who have employees working at the same workplace as the Charity.
- g) Ensure First Aid stations are located and clearly marked in all relevant areas where YE employees are permanently located.
- h) Encourage the discussion of health and safety matters at all levels, including the setting up of arrangements for joint consultation

The Charity has a Safeguarding and Health Safety and Risk Committee which meets on a Quarterly basis and when required intermittently the purpose of which is to provide a forum to convey Health, Safety and Risk information, review accident / incident reports over the period and respond to questions and concerns. The Committee meetings are minuted, and any health and safety event or happening is reviewed at the meeting and recommendations made where appropriate. Any concerns are reported to Trustees and the Risk and Audit Committee and Board of Trustees. Employees can access the minutes of meetings which are saved in the Health, Safety and Risk Folder on the secure One Drive. Volunteers may request access to specific minutes through the relevant regional manager.

- i) Prepare, discuss, agree and review, as required, suitable amendments and conditions to the

Health and Safety Policy Enforcement

Failure to comply with Health and Safety laws can lead to serious consequences, both for the

organisation and individuals. All employees and volunteers must comply with this policy. Breach of the Policy by an employee may lead to disciplinary action and, in serious cases may lead to dismissal.

Breach of the Policy by a volunteer may result in suspension or cessation of their volunteer role with YAI .

Reporting Accidents and Near Misses

a) Employees and volunteers must report ALL accidents and near miss incidents that occur during work time immediately to their line manager/regional manager and record the incident in YAI Accident at Work Books as soon as reasonably practicable. YAI Accident at Work Books are located in YAI Office First Aid Work Stations. Alternatively, Accident at Work Forms can be located in the Health and Safety folder on the YAI One Drive.

This includes incidents while working from home, at the office, travelling during work hours and activities on and off educational establishment sites.

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b) Employees and volunteers must seek appropriate medical attention for any injury they may receive, no matter how minor it may seem to be. Medical attention may include first aid or attendance at a hospital casualty department. Upon returning from treatment, Employees and volunteers must report the incident to either their line manager/regional manager or the most senior person on site and enter details in the Accident at Work Book.

c) Where accidents involve young people participating in YAI Programmes, employees and volunteers must notify the member of the educational establishment staff in charge of the event as a priority, as well as the relevant YAI line manager/regional manager.

d) Employees must notify the person in charge of any incident in which damage is caused to either YE's or a third party's property.

e) Health and Safety reporting will form a standing item in the YAI Executive Report for meetings of the Risk and Audit Committee and to the Board of Trustees quarterly.

f) Where an accident occurs at work, the Risk Committee is ultimately responsible for ensuring that RIDDOR guidelines are implemented and notification made to the appropriate authority.

Near Misses

A "near miss" is any incident, accident or emergency which did not result in an injury, but which could have done so.

Recording non-reportable near misses is not a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence.

Recording near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially serious consequences.

A review of near misses over time may also reveal patterns from which lessons can be learned.

Health and Safety Procedure

The specific arrangements for the implementation of the YAI Health and Safety Policy are detailed below:

Training

It is essential that every employee and volunteer is trained to perform his or her role effectively and safely. All employees and volunteers will be trained in safe working practices and procedures as part of their induction. In addition, online Health and Safety training will also be provided (to be completed every two years) as essential training for all employees.

Work equipment

The Charity will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Charity, as well as ensure the safety of others who may be affected by the equipment. The Charity will liaise with suppliers to ensure that any new equipment is designed and supplied to work in a safe manner and will inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their line manager so that steps can be taken to remedy the situation promptly.

Manual handling operations

The Charity's objective is to minimise any risk to employees and volunteers of accident/injury resulting from manual handling operations. The Charity will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. Employees will be given appropriate and adequate on-line training on health and safety aspects of this. The following controls are in place and will reduce the risk of accident or injury to the lowest extent reasonably practicable:

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable and necessary. The equipment used should be appropriate for the task at hand
- The load to be lifted or moved must be inspected for sharp edges and wet or greasy patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping
- Employees and volunteers should not attempt to lift or move a load which is too heavy to manage comfortably. Assistance should be sought if there is any danger of strain
- Where team lifting or moving is necessary one person should act as co-ordinator
- When lifting an object off the ground, employees and volunteers 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.

Display Screen Equipment (DSE) Users

DSE is any work equipment having a screen that displays information e.g. computer screens, often called monitors or VDUs.

The Health and Safety (Display Screen Equipment) Regulations aim to protect the health of people who work with DSE.

Under these regulations:

- YAI will reduce risks to the lowest reasonably practicable level.
- Daily work routines of 'users' must be planned so that DSE work is periodically interrupted by rest breaks or other types of work.
- If they wish, 'users' are entitled to an eye test paid for by YAI.
- YAI will provide 'users' with health and safety training on the use of their workstation and with information on the risks and the measures to control risks.

Control of substances hazardous to health (COSHH)

Within the working environment, substances are used that could potentially be injurious to health if not properly stored, handled or used correctly. The Charity is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based upon manufacturers' and suppliers' health and safety guidance, the Charity's own knowledge of the work process and any relevant information or guidance made available by the Health and Safety Executive.

The Charity will ensure that exposure to hazardous substances is minimised and adequately controlled in all cases. Those identified as likely to come into contact with substances will receive comprehensive and adequate training the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

All employees and volunteers advise their line manager/regional manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This includes medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Fire Safety Precautions for office-based employees

All employees have a duty to report immediately any fire, smoke or potential fire hazards.

YAI has a Fire Action Plan including risk assessments for every office.

Each YAI Office has a Fire Safety Marshal. The Fire Safety Marshal is responsible for liaising

with the responsible party for the maintenance and testing of fire alarms and firefighting, prevention and detection equipment in buildings which the Charity lease. Where the Charity is hosted by another organisation, it is the responsibility of the Business Unit Manager to liaise directly with the Fire Safety person of the hosting office and ensure that up to date information is passed on relating to the current staff complement and that YE employees are clear on fire evacuation procedures.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of fire. Employees are advised not to use electric fires and other heaters. Employees are not permitted to bring in to the workplace their own.

Employees must report any faulty electric cable or loose connection immediately to their line manager. All electrical equipment which does not require continuous operation should be switched off when not in use. Employees should never attempt to repair/interfere with electrical equipment or wiring themselves and should not use dual or other socket unless these have been properly authorised by their line manager. All electrical equipment of this type must be subject to portable appliance testing.

Line managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures. Online training is provided in this regard.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the building. If a smoke detector sounds, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. In some areas, automatic sprinkler systems activated by automatic detection systems have been installed. Employees are expected to tackle a fire themselves only

if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout

Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure

nearest firefighting equipment, alarms and emergency exits.

In the event of the fire alarm being activated, or in any other emergency situation (such as a fire) The designated assembly points for each department will be notified to all employees.

Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

YAI Smoking Policy

Public health laws in the UK state that enclosed workplaces and public places must be smoke free. YAI complies with the current legislation, and smoking is not permitted in any YAI Premises and garden where youth services take place.

Risk Assessments

Operational risk assessments must be completed or obtained and reviewed for all YAI Activities

that take place offsite, including Outings, workshops and competitions.

Risk Assessment Templates are available on the One Drive and Main Office. All completed risk assessments should be signed off by a member of YAI Staff responsible for the event before the activity takes place. Copies of the completed Risk Assessments should be filed under Risk Assessment Folder.

Risk Assessments for YAI Activities taking place at an educational establishment (formal and informal) should be undertaken by the educational establishment and reviewed by YE Staff in advance of the activity taking place.

All Risk Assessments, when completed, are not to be destroyed or removed from the YAI drive.

Employee Maternity Risk Assessments will be filed on the individual's personnel record.

Risk Assessments for YE offices are conducted annually by the responsible person at each location, and are filed in the Risk Assessment folder on the YE SharePoint.

Reporting of incidents, diseases and dangerous occurrences regulations (RIDDOR)

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Charity views accident investigation as a valuable tool

in the prevention of future incidents. In the event of an accident resulting in injury, a report will be

drawn up by the line manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- 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. The completed report will then be submitted to the risk committee who will attempt to

discover why the accident occurred and what action should be taken to avoid recurrence of problem at the site in question and elsewhere. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Line managers are responsible for reporting all cases of accident and

contagious disease.

First Aid

First aid stations are located in relevant areas of all YAI offices. All first aid stations are clearly marked and are easily accessible by all employees during working hours. Where YAI leases the building, one person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

First aid kits are provided for all employees who work from home.

Those working at schools, off-site events etc should ensure they are aware of the first aid provisions at those locations.

Housekeeping

- Work sites must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All holes must be covered when not in use and clearly marked with warning signs when in use
- All materials must be properly and safely used, and when not in use, properly and safely secured.

Access and egress

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, 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
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

Signed: Kaila Chava Klein

Date: 19 December 2023

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