Health and Safety Policy

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Signed

Date

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Policy Statement

Crawley Community Youth Service Ltd (CCYS) attach great importance to the health and safety of employees and all members of the public using facilities provided by us. To this end the organisation aims to ensure that all activities carried out or undertaken by its staff in relation to the work of the organisation, are managed in such a manner to avoid, reduce or control all foreseeable risks to the health and safety of any person(s) who may be affected by such activities to a tolerable level.

CCYS will adopt and implement procedures that are compatible with and recognise the duties imposed by the provisions laid out in the Health & Safety at Work Act 1974 and the Health & Safety (Young Persons) Regulations 1997.

The organisation will pay attention to the provision of:

- A healthy working environment.
- Safe and suitable resources and equipment.
- Sufficient training for employees to ensure their ability to comply with health & safety regulations and procedures.
- First-Aid kits in all worksites and company vehicles.
- Risk Assessments for all aspects of work carried out by the organisation, including lone-working and home visits.

Operating the Policy

General Duties of all Employees

- To take reasonable care to avoid acts or omissions that may adversely affect the health and safety of yourself and others
- To cooperate fully with anyone responsible for carrying out health and safety checks and to follow reasonable health and safety instructions
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment provided for health, safety or welfare
- To observe health and safety procedures. Failure to do so could result in disciplinary action being taken against you

Reporting of Accidents or Incidents

- The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident or incident and any contributing factors, to prevent further similar occurrences. All employees are required to report all accidents and incidents using the correct reporting form online.
- If an accident or incident is reportable to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or is of a sufficiently serious nature, then the CEO, or in his/her absence an appointed person, will ensure that any investigation is carried out by a reasonably competent person
- Near misses and incidents that could have resulted in injury must also be reported, even where nobody has been hurt

Working Environment

CCYS will strive to provide the optimum conditions within the working environment of employees:

- Temperature – this should be a minimum of 16 degrees Celsius. There is no maximum, but the organisation will supply, where necessary, fans or adjustable blinds. Employees working outside in hot conditions will be advised to use sun cream and wear hats and sunglasses to protect themselves from harmful effects of the sun
- Smoking, vaping, and the use of e-cigarettes – all buildings used by CCYS are non-smoking buildings, although some may have outside designated smoking areas. Smoking is permitted during agreed breaks. **CCYS staff and volunteers should not smoke, vape, or use e- cigarettes in front of young people.**
- Disabled Access – wherever possible access to the workplace will be as suitable as possible for any employee with a disability.
- CCYS will consider reasonable adjustments to support employees, volunteers and participants with disabilities or other access requirements.

Resources and Equipment

CCYS will strive to provide staff with safe and suitable resources and equipment:

- Computer and other electronic equipment – all such equipment is tested and meets required standards of safety. The organisation will contribute towards the cost of regular eye-testing for administration employees who spend more than half of their working time using a computer
- Mobile telephones – employees are informed that, although research has proved inconclusive, the use of mobile telephones for prolonged periods of time has a health risk, and that they accept this risk if they use a mobile telephone

- Company vehicles – all company vehicles are insured, regularly serviced and have an annual MOT test. All employees who drive minibuses as part of their employment are required to have a MIDAS (Minibus Drivers Awareness Scheme) certificate or hold a PCV license if their driving licence does not have the D1 category.
- Wherever possible, CCYS will provide adequate office furniture (desks, seating) to ensure the comfort of employees or volunteers. Any user who experiences discomfort because of inadequate seating must inform their Line Manager
- Display Screen Equipment should be suitable for use with reasonable adaptations for the needs of the user. All workstations must be assessed to identify potential risks. Regular reviews are required to ensure that the work environment remains safe and ergonomic for users.

Training

- All employees and volunteers are required to participate in training in Health & Safety Awareness, Emergency First-Aid at Work, Food Hygiene (where appropriate) and Fire Safety training. They are also provided with the opportunity to participate in Control and Restraint training, depending on whether it is necessary for their area of work.
- Training must be appropriate to the individual's role and responsibilities and refreshed where necessary.
- Employees and volunteers are advised to take precautions to protect their own health and safety about the use of resources and equipment.
- CCYS has a designated Health and Safety officer who receives regular refresher training in this area
- First aid treatments may only be administered by people who have completed an approved training course and have attended necessary refresher training.

Lifting & manual handling

Lifting and manually handling any size of object the wrong way can cause serious back injuries and strains. If any employee or volunteers job involves lifting, they should be trained in the proper lifting techniques.

CCYS will assess manual handling risks, and wherever reasonably possible, avoid the need for employees and volunteers to carry out tasks involving hazardous manual handling. Appropriate training and equipment will be provided where necessary.

The guidelines for lifting to prevent injury are as follows:

> You should never attempt to lift a weight beyond your capacity. Always take into consideration the size, shape of the load, the height at which you will have to lift and your own physique. Seek help if the load is too heavy or awkward for you to deal with on your own. You must make full and appropriate use of the available lifting and handling aids (e.g. trolleys, sack trucks). Ask your line manager if you are unsure where these are kept.
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> Before lifting, you should look for protruding sharp edges, notches, grease or anything that may weaken your grip or injure a hand. If possible, wear appropriate gloves and avoid the difficulties of handling heavy items in a cramped space. Plan your lifts and route to be taken in advance to make sure it is safe to undertake.
>
> Your feet must be adjusted to a comfortable and well-balanced position to provide a firm base for the lift. You should tilt the object to test its weight and enable you to reach the bottom corner. At the point of lifting always raise your headfirst, allowing your legs to take the strain.

The whole movement should be a smooth continuous action, and you must never lift when your spine is twisted.

If a task cannot be completed safely, do not attempt it. Stop and seek assistance from your line manager.

COSHH

Employees may encounter a variety of hazardous substances whilst at work. All these items must be assessed to ensure that they comply with the Control of Substances Hazardous to Health Regulations (COSHH).

For any item the manufacturer's instructions must be followed and the items only used for their intended purpose. A Risk Assessment should be written for any CSHH used.

Employees should take care not to allow chemicals to come into contact with their eyes, skin or clothing. In the event of contamination, use plenty of cold water to wash the area and seek medical advice and treatment without delay.

Only the minimum quantities of solvents or chemicals needed should be kept and stored in suitable cabinets. They must always be kept properly labelled and in the containers which the manufacturers supplied.

Hazardous substances must be stored safely and kept away from service users and anyone who is not authorized to use them. Appropriate proteted equipment must be used where required by the risk assessment or manufacturer's instructions.

Food preparation

Employees who are undertaking tasks involving food preparation for consumption with young people MUST have a food hygiene certificate appropriate for the setting.

Anyone handling food must receive appropriate food hygiene training, instruction or supervision for the tasks they undertake. Where a food hygiene qualification is required for their role, this must be completed.

Employees should ensure that they have all relevant dietary requirements for the young people and that food allergies are identified.

Any ingredients used in the preparation of food for consumption should have been purchased for the purpose in good time, be in date, packaging in good condition, and stored safely before and after use. Receipts of any purchases made, and the source of any ingredients should be clear and identifiable.

All young people involved in food preparation should be given clear direction, taught basic food hygiene, wash their hands properly, and maintain good standards of cleanliness and handling of equipment.

Staff must take appropriate precautions to prevent cross-contamination, particularly where food allergies or intolerances have been identified.

Basic fire procedure

Should anyone discover a fire they should:

- Raise the alarm and operate the nearest fire alarm to them.
- Call 999 and request the fire and rescue service, from a safe position.
- Help with evacuation of the building if they can

Only tackle fires using the correct fire extinguisher provided if you have been trained and feel confident enough, and, without taking any personal risks. Do not enter smoke filled rooms and never let a fire or smoke get between you and the exit. You must NOT attempt firefighting if you feel that a fire is becoming out of control - get out and leave it to the fire brigade, you are more important than the property.

If the fire alarm sounds:

- You MUST leave the building by the nearest exit immediately. (Do not use the lift – if you have one).
- Close doors behind you where it is safe to do so, without delaying evacuation.

Go to the fire assembly point where the employee(s) leading the activity or session will do a roll call for anyone registered as present.

Do not stop to pick up personal possessions on the way out. Do not re-enter any building until given the go-ahead by the fire marshal or fire brigade.

If the event occurs to a vehicle in an open detached setting the employee(s) leading the activity or session must ensure that everyone moves to a safe distance from the vehicle and towards an open space or entrance to the site. Be aware of the direction of approach of any vehicles and a route of escape is not blocked.

Staff and volunteers must be familiar with the fire evacuation arranagments at any venue used for CCYS activities and must ensure young people are accounted for following evacuation. CCYS session registers should include partners, visitors and guests as well as staff and young people to act as a fire register if needed.

First Aid

Employees should always have ready access to first aid equipment and facilities when at work. Health and Safety at Work (First Aid) Regulations 1981 require that to provide first aid to employees, volunteers or clients who are injured or become ill at work, employers must have adequate and appropriate equipment, facilities and personnel.

First-Aid Kits

- The premises have a First-Aid kit. It is the responsibility of the Health and Safety Officer to ensure that the kit is regularly checked and replenished.
- It is the responsibility of the Health and Safety Officer to ensure that all venues and vehicles used for CCYS activities have designated First Aiders and a First Aid kit.
- First Aid kits should not contain tablets, medication or pharmaceutical preparations. In all circumstances staff should be informed of their location and they must be clearly identified in accordance with the Health and Safety Regulations 1996 i.e. green background with a white St George's Cross.

- Accident Report forms are stored online should be completed by any employee(s) leading an activity or session and returned to the Health and Safety Officer if used to record an accident.

Risk Assessments

- It is the responsibility of the Health and Safety Officer to ensure that a risk assessment for the organisation is carried out and reviewed on an annual basis this includes any projects, buildings or venues.
- All activities and events run or managed by CCYS must be subject to a risk assessment, which is the responsibility of the employee(s) leading the activity or session.

Fire Safety Procedure

- It is the responsibility of the Health and Safety Officer to ensure there is adequate provision and maintenance of fire extinguishers, smoke alarms, internal and external maintenance of the buildings, fixtures and fittings are maintained and to undertake fire risk assessments annually.
- CCYS staff undertake to reduce the risk of fire in any venues used for our activities as far as is reasonably possible, by ensuring that:
    - The entrance and communal areas are kept clean, tidy and free from any obstructions and materials which could potentially catch fire.
    - The building has a no smoking, e-cigarette or vaping policy
    - The building has no sources of ignition such as naked flames or heaters.
    - Staff and visitors are made aware of any emergency plan and escape route from the premises and regular drills are held at least every six months
    - Any Fire instructions and action to be taken on discovery of a fire are clearly displayed.
    - Staff and volunteers are made aware of the emergency action plan and escape routes. Fire drills should be carried out at appropriate intervals in accordance with the premises' fire safety arrangements.

Related Policies and Procedures

- Safeguarding Policy
- Volunteers Policy
- Health & Safety at Work Act 1974
- Health & Safety (Young Persons) Regulations 1997
- Managing Food Safely Policy
- Lone Working Policy

(Note: these can all be found online in the Companies Documents section on BreatheHR, in the Sharepoint space available to all staff or online at www.ccys.org.uk)