



Sussex Clubs for Young People Health and Safety Policy

Reviewed 10th May 2017

Signed

Chair of Directors, Paul Myles

DIRECTORS RESPONSIBLE

Safeguarding Officer Jackie Cooper 01444 457037 cooper731@btinternet.com

IN AN EMERGENCY CONTACT

Activities Officer – Yael Breuer 07702 036096

Chair of Directors – Paul Myles 07549 154115

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Policy Statement

Sussex Clubs for Young People Ltd (SCYP) 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.

SCYP 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 particular 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 work-sites 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 co-operate fully with anyone responsible for carrying out health and safety checks
- 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, in order to prevent further similar occurrences. All employees are required to report all accidents and incidents using the correct reporting form
- 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 Chairman, or in his/her absence an appointed person, will ensure that any investigation is carried out by a reasonably competent person

Working Environment

SCYP will strive to provide the optimum conditions within the working environment of employees, with regard to the following areas:

- 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 – all buildings used by SCYP are non-smoking buildings, although some have designated smoking areas. Smoking is permitted during agreed breaks. Smoking in front of young people accessing the organisation is discouraged
- Disabled Access – wherever possible access to the workplace will be as suitable as possible for any employee with a disability.

Resources and Equipment

SCYP will strive to provide staff with safe and suitable resources and equipment, with particular regard to the following:

- 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, SCYP will provide adequate office furniture (desks, seating) to ensure the comfort of employees. Any employee who experiences discomfort as a result of inadequate seating must inform their Line Manager

Training

- All employees are required to participate in Health & Safety Awareness training, First-Aid training, Fire Safety Awareness. They are also provided with the opportunity to participate in Control and Restraint training, depending on whether it is necessary for their particular area of work. Details of good practice procedures relating to these areas can be found in the Good Practice Handbook
- Employees are advised to familiarise themselves with the sensible precautions they should take in order to protect their own health & safety with regard to the use of resources and equipment, detailed in the Good Practice Handbook.
- SCYP 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.
- A Health and Safety Checklist for the office is included at the end of this policy.

First Aid

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

First-Aid Kits

- The office premises have a First-Aid kit. It is the responsibility of the named Health and Safety representative to ensure that the kit is regularly checked and replenished.
- It is the responsibility of the Activities Officer to ensure that all venues used for SCYP activities have designated Health and Safety Officers and 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.
- An accident book is kept at the SCYP Office.

Risk Assessments

- It is the responsibility of the Chairman/staff to ensure that a risk assessment for the organisation is carried out and reviewed on an annual basis
- It is the responsibility of the Chairman/staff to ensure that risk assessments for all projects managed by SCYP are carried out and reviewed on an annual basis
- It is the responsibility of the Activities Officer to ensure that a risk assessment is carried out for the programme of work
- All activities and events run or managed by SCYP must be subject to a risk assessment, which is the responsibility of the employee(s) leading the activity.

Fire Safety Procedure

- It is the responsibility of the Activities Officer to ensure that all venues used for SCYP have responsibility for the provision and maintenance of fire extinguishers, smoke alarms, all internal and external maintenance of the building, fixtures and fittings and undertaking fire risk assessments as required.
- SCYP 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 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
 - Any Fire instructions and action to be taken on discovery of a fire are clearly displayed.

Related Policies and Procedures

The following policies and procedures support this Code of Conduct:

- Safeguarding and Child Protection Policy
- Volunteers Policy
- Use of Computers
- Health & Safety at Work Act 1974
- Health & Safety (Young Persons) Regulations 1997