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## Health & Safety Policy

### Legal Background

The Health & Safety within Vision 4 Youth (V4Y) is the responsibility of all staff and volunteers for their own individual safety and the safety of others. Guidance from The Health & Safety Commission issued in July 2001 states that:

- The Trustee Board will appoint one of its members to 'champion' health and safety issues.
- Each Trustee Board member should accept individual and collective responsibility for health and safety.
- Trustee Board members should keep up to date with relevant health and safety risk planning issues.
- The Trustee Board should review health and safety performance annually.

Section 3 of the Health and Safety at Work Act 1974 imposes a duty on every employer: 'to ensure, as far as reasonably practicable that persons not in their employment who may be affected by their undertaking are not exposed to risks to their health or safety' and 'to give to persons (not being their employees) who may be affected in a prescribed manner information as might affect their health or safety.'

This means V4Y have a statutory responsibility not to harm or damage the health of volunteers and young people through their involvement in the activities of the organisation.

### Health and Safety First Aid Act (1981)

First aid under the Health and Safety First Aid Act (1981) is defined as 'cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness unless such help is obtained; and treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse'.

Organisations must 'provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to individuals if they are injured or become ill'.

Minimum requirements under this act include:

- Trustee Board members should keep up to date with relevant health and safety risk planning issues.
- The Trustee Board should review health and safety performance annually.
- Suitably stocked first aid box
- An appointed person to make arrangements at all times whilst activities are running.

Currently there are no legal requirements of what a First Aid box on site should include it is important however that a system is in place to ensure that stock within the box is maintained once used.

The Health and Safety Executive provide the following guidelines

- A leaflet giving general guidance upon First Aid. See <http://www.hse.gov.uk/pubns/indg347.pdf>.
- 20 individually wrapped sterile dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- 2 large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- One pair of disposable gloves.
- St John Ambulance also recommend that a first aid kit includes a face shield (for rescue breaths), foil recovery blanket, adhesive tape and cleansing wipes.

Each V4Y Project will have an appointed person that is responsible for ensuring the first aid box is stocked and who will deal with any accidents and injuries as and when they occur. First Aid can only be administered by them if they have received training and are qualified in first aid. Otherwise they must implement the correct procedure of requesting emergency medical assistance.

Painkillers and medicines must not be kept within the First Aid box. It is important that all staff members and the appointed person are aware that they cannot administer medicines or pain killers even if the individual is suffering from a minor headache unless you have received parent/career permission. This applies whether they are first aid trained or not.

The HSE recommend that an organisation with up to 50 individuals can operate without a first aider but must have at least one appointed person. However considering the higher level of supervision and support young people require and the legal 'duty of care' an organisation must fulfil, it is recommended that each of V4Y's Projects have at least one member of staff that is first aid trained.

## Duty of Care

Children Act 1989 - All staff and volunteers have a Duty of Care towards young people they are working with, interpreted in case law as the duty (as opposed to the authority) to act as a careful parent would.

The duty of care is a general legal duty on all individuals and organisations to avoid carelessly causing injury to anybody involved with your organisation. If your club asks a volunteer to do a task which results in them injuring themselves or anyone else the members of the Trustee Board may be liable.

V4Y staff & Volunteers need to consider:

**Safe premises:** Are the buildings safe; are they suitable for the activities you intend to carry out? Be aware of items on the floor that may cause slips, trips and falls.

**Safe equipment:** Is equipment suitable for use? Is it maintained in effective working order and in good repair so that it does not present a risk to anyone? Do people know how to use it safely? Check that equipment brought in by young people is safe.

**Activities:** Most accidents are not caused by faulty premises or faulty equipment but by the activities that are undertaken. Activities may need to be challenging but you must ensure that proper standards of health and safety are adhered to at all time.

Plan activities in advance. Consider what precautions are necessary with any hazardous substances that are used in activities.

**COSHH chemicals and other cleaning substances:** Any strong cleaning chemicals kept under the kitchen sink or anywhere else in the youth suite should be relocated to a locked area for the duration of the session.

**Portable Appliance Testing (PAT):** PAT testing should be carried out on all second hand electrical equipment when it first comes under the ownership of V4Y.

**Fire precautions:** Staff and young people must know what to do in an emergency. Emergency routes and exits must be kept clear. What are the possible causes of fire and how can the risk be minimised? Ensure the fire extinguishers are kept on site and suitable for use. The fire alarms should be maintained regularly by the owner of the premises. At The Tythings the fire alarm is checked fortnightly by the staff of Yateley Town Council.

**Personal safety (the risk of violence):** This includes establishing systems for cash handling; and working with young people. This can be minimised by staff being trained in how to defuse difficult situations and by safe systems such as always ensuring there is another member of staff in the vicinity to provide support.

**Visits and trips:** If V4Y makes any plans for trips and excursions then a full risk assessment of the activity would be undertaken, as well as the method of transport for all those concerned.

**Adult to Child Ratios:** There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. The NSPCC has put together some best practice guidance to help other organisations work out how many adults are needed to supervise children safely. The NSPCC recommend having at least two adults present when working with or supervising children and young people. The following figures are their recommendation on adult to child ratios as the minimum numbers to help keep children safe:

- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

## V4Y Statement of general policy

It is the policy of V4Y to provide services in a safe manner without risk, so far as is reasonably practicable:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with staff and volunteers on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for staff and volunteers;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

## Vision 4 Youth will;

Issue a copy of our written health and safety instructions to all staff and volunteers and display a copy at all premises used by our organisation.

Ensure relevant signage and emergency instructions are displayed and maintained throughout the premises and facilities used.

Establish a health and safety supervisor to implement the policy and its procedures and clarify their responsibilities.

Take out and maintain adequate insurance to cover all possible liabilities.

Maintain an accident book and First Aid Box.

Ensure regular inspection of electrical equipment, maintain a record of inspection dates and where appropriate arrange for withdrawal/ repair/ replacement of items assessed as unsuitable for use.

Carry out appropriate risk assessments and carry out any action to minimise risk.

Establish emergency action plans.

Provide regular training for the health and safety supervisor and first aiders.

Implement safe practices and procedures in connection with the handling and use of hazardous substances (e.g. cleaning products).

## Responsibilities

Overall and final responsibility for ensuring the health and safety of the organisation and the people who are part of the organisation is vested in the Trustee Board.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Health & Safety Officer.

All staff and volunteers have an individual responsibility for ensuring their own personal health and safety and that of others that may be affected by their acts. These responsibilities include:

- Co-operating within the terms of the Health and Safety Policy, Trustee Board and Health and Safety Supervisor.
- Not interfering with any equipment provided to safeguard their Health and Safety.
- Reporting situations and instances which reasonably present risk to health and safety to the Trustee Board and recording all incidences within the Accident Book.'

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## Risk Assessment Procedures

The Trustee Board will identify the risk assessments to be undertaken and then delegate the responsibility of carrying out these risk assessments to the Health & Safety Officer.

Once risk assessments have been completed preventative measures should then be evaluated according to the risk assessment and improved if necessary.

Risk assessments should be carried out at regular intervals and for all new activities. These assessments are to be completed and stored in the health and safety file.

## Incident Procedures

It is the responsibility of all staff and volunteers to follow the following incident procedures.

### Evacuation (fire, etc)

- Keep a record of all people present on the premises at any one time (Records should include full names, age, home address, emergency contact)
- Check projects have procedure in place for the immediate evacuation of all present on premises.
- All staff and volunteers should be aware of the marked Fire Exits and evacuation meeting point - A head count needs to be undertaken
- Contact the emergency services been notify them of any missing persons.
- Notify the Trustee Board.

### First Aid

- Check procedures are in place to ensure a first aid box is provided and maintained.
- Keep up to date emergency contact records for all users and staff.
- At least one person within on a project should be first aid trained and their training within date.
- Staff should be aware of who is the designated first aider.
- Staff should be aware of what to do when a designated first aider is not present on site.

### Recording and reporting of accidents and incidents

- Check an accident book is kept on site and staff are aware of its location.
- The accident book should be stored in a secure and lockable location in line with the Data Protection Act 1998
- Staff should be aware of how to record an incident.
- Notify the Trustee Board.
- Check staff are aware of what incidences are reportable to the Health and Safety Executive (HSE).
- Records of accidents and incidences should be kept for at least 3 years.
- There may be other incident procedures that are important for specific projects. This will be dependent on the location and the types of activities undertaken. Incidents should be reported using the online form found at [www.vision4youth.org.uk](http://www.vision4youth.org.uk)

## Training

Induction training will be provided to all staff and volunteers. Part of this induction training will cover the Health & Safety Policy. This training will be provided before you commence working for V4Y.

Job specific training for staff and volunteers will be provided as required

Training records are kept by the Administrator.