



**YOUNG PEOPLE MATTER CHARITY'S
HEALTH & SAFETY POLICY**

Dated: March 2016

**The Policy will be reviewed every three years or in line
with changes in government legislation and updated
guidance**

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POLICY STATEMENT

Young People Matter (YPM) is committed to ensuring that all reasonable steps are taken in the organisation to provide the best possible health and safety conditions at work for all employees. This includes the health and safety of others who may be affected by the work that is undertaken in the Charity.

This policy is a statement of our commitment to ensure that this duty is observed. Employees also have a duty to co-operate with the Charity to ensure that this policy is effective and to offer all necessary assistance in the implementation of this policy.

We will consult with employees periodically to determine the steps that should be taken to increase awareness of health and safety in the organisation and to make sure that the policy continues to be effective.

Young People Matter will provide any necessary training, supervision and information to all employees in matters pertaining to health and safety.

Employees must familiarise themselves with the safety rules and procedures in this section. Any employee that is found breaking these rules will be subject to disciplinary action.

Personnel Responsibility

The person having overall responsibility for health and safety at each site is the Centre Manager. At YPM Head Office the responsibility sits with the Senior Worker or Duty Manager. The Chief Executive has overall responsibility for health and safety at the Charity.

Medical assistance will be provided at each centre. The names of those qualified in first aid are shown inside the cover of each club register.

Safety Rules

As your employer, we have a duty to ensure the health and safety at work of all employees. As an employee, you have a responsibility to yourself and your colleagues to uphold approved health and safety practices.

If you are employed in a role which requires you to work with children, you must undertake health and safety training **within 6 months** of your start date.

Failure or refusal to undertake mandatory training may result in the termination of your contract.

Areas of Work

Workplaces must be kept clean and tidy with rubbish and discarded materials placed in the bins or containers provided. Proper attention must be paid to hygiene and surfaces must be clean.

All materials must be properly and safely used and, when not in use, secured safely. Care must be taken to ensure that the work place is not hazardous or unsafe to employees, children or any third parties.

You should ensure that any jewellery worn does not constitute a health and safety risk.

Hygiene

In order to minimise the risk of cross-infection, you are required to adhere to the following basic hygiene principles:

- You must wash your hands immediately before commencing work and after using the toilet
- Gloves must be worn at all times when handling food
- Any exposed cut or burn must be covered with a first-aid dressing
- If you have an infectious or contagious illness (or have contact with someone who has an infectious or contagious illness) you must not report to work without clearance from your doctor
- If you suffer from allergies, this should be reported to your team leader and recorded in a prominent place
- If you have a bowel disorder, skin infection or mouth infection you must not report to work without clearance from your doctor
- Eating meals at your desk is not permitted
- All areas for making and preparing refreshments and snacks must be kept clean and tidy at all times

Smoking

Smoking is prohibited at all times anywhere on any of the work premises. This also applies to any holiday outings that staff may be undertaking with the children in their care.

Fire Precautions

Employees should ensure that they are familiar with the position of the nearest firefighting equipment, alarms and emergency exits. You should ensure that you understand how to operate such equipment.

Particular attention should be drawn to the use of electric fires and other heaters. Employees are forbidden from using heaters unless permission has been given from your Manager. When in use,

you should treat these with caution and keep flammable materials - in particular paper - away from sources of heat.

Fire Exits

Emergency exits, stairs, corridors and doorways must not be obstructed. It is every employee's duty to ensure that coats and bags left by children are removed if placed near fire exits. Fire doors should always be kept closed.

Fire Drill and Assembly Points

Employees should be fully conversant with the fire drill and be aware of the nearest fire exit and assembly points.

Staff and children must assemble at the pre-arranged assembly points after the building has been evacuated. These assembly points are shown inside the cover of individual club registers and at various points in the school building. **You should familiarise yourself with these points.**

Employees who are based within Head Office will receive fire safety information, and drills, as part of the induction process. Drills are typically conducted every 6 months.

Employees should leave the building quickly and in an orderly fashion following the correct route.

In the Event of Fire

All employees must familiarise themselves with fire exits, evacuation routes, assembly points and the procedures surrounding what should be done in the case of a fire.

In the event of a fire, do not hesitate to contact the emergency services as quickly as possible.

Employees should never tackle a fire if doing so may endanger their personal safety in any way. If you are unsure as to what would constitute a personal risk, please speak to your Manager or the HR team. In the event of a fire, if you are in any doubt whatsoever, you must evacuate the building by the agreed and recommended route, and allow the fire to be dealt with by the Fire Service.

Electrical Equipment

You should never use equipment that is:

- suspected to be faulty
- where the cable or flex is damaged, or
- where connections are loose

If you see any equipment in a dangerous or worn condition, you must report what you have seen to either: the Centre Manager, Senior Worker or the school's Premises Officer. Any faults should be reported immediately.

You must not attempt to repair, interfere with or wire any electrical equipment. Only an authorised electrician has permission to repair faulty equipment. You must not bring into work any electrical appliance that has not already been approved by a qualified person. All electrical equipment that does not require continuous operation should be switched off when not in use and plugs removed from socket outlets.

The use of dual sockets or other socket outlets is prohibited unless an electrician has properly authorised their use.

First Aid and Accidents

It is important that all injuries, however minor, should be reported. Any accident or illness occurring on YPM sites should be reported to the Centre Manager or designated First Aider. They are responsible for ensuring that all information is entered correctly in the accident report book, giving details of the occurrence and any treatment given.

If a child or another adult is involved, you must not admit any liability on behalf of yourself, other employees or the Charity.

In the event of a more serious injury to yourself or a colleague, do not attempt to move the injured person, but instead contact the closest available First Aider, who will identify the seriousness of the injury and decide what action is required. The action taken by the First Aider is not limited to a decision as to whether the injured person should be taken to hospital for further treatment.

In an emergency, if speed is considered essential, an ambulance should be called on the instructions of a qualified First Aider only.

All employees should ensure that they know the names and locations of the persons designated to take charge of the first aid cabinet and to give first aid in an emergency. First Aiders are present at every site and a first aid list can be found in each club register.

Floors

Cables and wires must not be permitted to trail across the floor where people may be passing, unless a covering is provided. You should take extra care on newly polished or wet floors. Any liquid spilt on the floor should be wiped up immediately and the area sectioned off until dry. Damaged floor coverings or surfaces should be treated with care and reported immediately.

Ladders, Steps and Stairs

Where ladders or steps are used to reach above normal height, you should ensure that they are firmly based and secure. Where necessary, assistance should be sought to prevent them slipping.

Employees should exercise care whilst using stairs and handrails should be used.

Alcohol and Drugs

No alcoholic liquor or drugs (other than those prescribed by a registered medical practitioner and which do not affect the employee's ability safely to undertake their duties) must be brought onto, used or consumed at any of the YPM sites unless expressly required for an advertised social event.

The effects of alcohol and drugs can be numerous, for example:

- Absenteeism (lateness, high levels of sick leave)
- Higher accidents (at work, or driving to and from work)
- Work performance (difficulty in concentrating, making mistakes etc)

Any employee who, in the opinion of the Centre Manager, Senior Worker or Senior Management Team; is under the influence of drugs or alcohol (whether consumed on the premises or elsewhere), will be suspended. Appropriate disciplinary action will be taken under our disciplinary procedures.

Access

You must not tamper with any means of access (doors, gates, ramps, steps, entrances, exits) to or from the work place. Means of access must only be used for the purpose for which they are provided. If access to and from the workplace is in a dangerous or unsuitable condition for use, you must report this to the Centre Manager, Senior Worker or the School's Premises Officer.

Carrying Heavy Items

Lifting or carrying items such as word processors, heavy bundles of papers or files should be done carefully. Employees should ask for assistance if there is any danger of strain. Heavy objects should be lifted in the correct manner without bending the back.

Display Screen Equipment (DSE)

If you are a regular user of Display Screen Equipment (computers and screens etc) there are certain steps that you can take to minimise the risks of workstation injuries. You can reduce risks by:

- ensuring that your workstation is correctly organised and adjusted to minimise postural problems
- using a footrest if you cannot comfortably rest your feet on the floor
- avoiding storing objects under your desk that might restrict your leg room
- ensuring that your screen is correctly adjusted, free of flicker and that there is no reflection or glare
- ensuring that any screen view / zoom facility is set to a size that is comfortable to your eyes
- taking full advantage of any opportunities to vary your work routine, so as to avoid prolonged periods with a fixed posture and/or repetitive movements
- immediately contacting your Manager if you are suffering health symptoms that you think might be associated with display screen equipment work
- ensuring that your Manager is aware of any changes in your workstation (e.g. relocation, new equipment etc) that might require a reassessment.

General

Employees must not engage in any rough or rowdy play, or misuse any equipment or resources in the interest of health and safety. If you are found to be breaking this rule you will be subject to disciplinary action under YPM disciplinary procedures.

You should remain alert and report anything that you observe which might constitute a hazard (danger) to yourself or to others. Where additional rules are issued in relation to children's behaviour, use of machinery or operations that you might carry out, these additional rules must be carefully followed.

All employees should take particular care when visiting or working temporarily in other work places where they may not be up to date with the health and safety rules.