



# **Westgate Youth Project**

## **Health & Safety Policy & Procedures**

**April 2020**

## Westgate Youth Project

### Health and Safety at Work etc Act 1974

The management committee of Westgate Youth Project is committed to providing activities in a safe environment without risk as far as is reasonably practical. We will promote best practise within the guidelines on the Health and Safety Executive (HSE). Westgate Youth Project aims to provide and maintain a safe and healthy environment and conditions for all our young people, staff and trustees. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Andrew Brown is the nominated committee member with responsibility for Health and Safety. Day to day responsibility for ensuring this policy is put into practice is delegated to Paula Nicol. All youth workers will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

Statement of policy Westgate Youth Project will:	Responsibility of: Name	Action/arrangements:
Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly	<b>Management Committee</b>	➤ Renewal date is March 2021
Provide equipment that is maintained in a safe condition at all times and provide instruction in its safe use	<b>All staff</b>	➤ Equipment is checked prior to and after each session.
Ensure that appropriate risk assessments are carried out	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ The risk assessment is reviewed annually, or earlier if conditions or equipment change</li> <li>➤ Before each activity staff carry out a risk assessment, and action relevant control measures where required.</li> </ul>
Ensure that fire drills are undertaken on a regular basis and appropriate fire risk assessments are undertaken	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ Emergency procedures are reviewed annually or earlier if conditions or equipment changes</li> <li>➤ The Fire Safety Risk Assessment will be reviewed annually or earlier if conditions or equipment changes</li> </ul>
Maintain necessary Health & Safety records, including an Incident and Accident Book	<b>All staff</b>	<ul style="list-style-type: none"> <li>➤ All staff and young people are made aware of the incident and accident book</li> <li>➤ All staff are aware of where the book is located in the centre</li> <li>➤ Investigate and record accidents promptly</li> </ul>

Make sure the first aid box is regularly checked and its location is known to all staff	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ All staff are made aware of where the first aid box is in the centre</li> <li>➤ The LIC is responsible for the upkeep of the first aid box</li> </ul>
Ensure that a qualified first aider is present at all youth work sessions and those present know who it is	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ First Aiders are: Paula Nicol, Heather Partington, Jake Bartlett</li> </ul>
Ensure the safe storage, handling and labelling of any hazardous materials/waste	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ Staff will be made aware of the process for the safe use, storage and disposal of any hazardous material</li> </ul>
Provide relevant information and provide opportunities to undertake training relating to Health and Safety matters	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ All staff are made aware of the Health and Safety policy and procedures as part of their induction</li> <li>➤ All staff to be given copies of procedures to be taken in event of fire, incident, accidents and illness</li> </ul>
Staffing ratios of youth workers to young people are adequate. All staff are subject to a DBS check before contact with young people	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ Two references are taken for all staff, and DBS's are carried out and renewed at least every three years</li> </ul>
Risk assessments will be carried out for all off – site activities	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ We will ensure that if we deliver or access adventure based activities, that the staff delivering the activities are appropriately qualified</li> <li>➤ A copy of the risk assessments will be emailed to the Management Committee prior to the trip taking place. Consent forms and a Major Safety Incident form will be left with the home contact. Copies of these papers will also be taken on the offsite activity</li> <li>➤ If a mini bus is used for offsite activities, it will driven by a MIDAS qualified driver or a driver that holds a D1 on their licence. All vehicles used will be checked prior to and after the trip, and will be fitted with seatbelts.</li> </ul>
Ask for relevant medical information about the young people Parental consent for all off site activities	<b>Paula Nicol</b>	<ul style="list-style-type: none"> <li>➤ Membership forms include relevant medical information</li> <li>➤ Parental consent will be obtained for all off site activities</li> </ul>
Keep fire exits and escape routes unobstructed at all times	<b>All staff</b>	<ul style="list-style-type: none"> <li>➤ All staff to be made aware of Fire risk assessment and fire management plan</li> </ul>

Our organisation strives to provide a safe environment and therefore this policy should be taken in conjunction with the Safeguarding Policy and Procedures, Offsite Policy, Online Safety Policy and Fire Management and Fire Risk assessment plan.

As part of exercising our duty of care, we will review this policy every year to ensure that it keeps current and relevant to our project and our work.

Signature of Chair of Committee:.....

Date:.....

Date of review:.....