

M13 YOUTH PROJECT Health and Safety Policy

1 Introduction

- 1.1 "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees.
No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

Source: Health and Safety at Work Act 1974.

- 1.2 M13 Youth Project recognises that youth work carries with it various risks, to staff and volunteers, participant young people and members of the public. Detached work can carry particular risks, as workers are not always able to control the environments they find themselves working within. Risk areas may include:

- Working in confined spaces
- Display screen equipment (VDU's)
- Electricity
- Fire and explosion
- Slips, trips and falls
- Stress
- Dealing with hazardous substances (blood)
- Transport
- Violence to staff
- Working environment

2 Commitment to Health and Safety

- 2.1 M13 Youth Project is committed to creating a healthy and safe working environment for all of it's staff and users within the office and in their working environments, as far as it is within M13's control, while undertaking activities sponsored and organised by M13 Youth Project. M13 is therefore concerned to ensure that it operates all it's activities in full accordance with the relevant health and safety legislation, regulations and official guidance.
- 2.2 M13 Youth Project is committed to providing training, supervision, information and equipment to achieve this objective and to establish and maintain a Health and Safety Working Party, to undertake regular risk assessments and health and safety inspections. The Working Party shall ensure that health and safety issues are always on staff supervision agendas, Management Group agendas and regularly reported to user groups. This policy will be regularly reviewed.
- 2.3 M13 Youth Project also undertakes to review the terms of its insurance, indemnity and liability cover on an annual basis and will seek to fully support staff and volunteers in litigation resulting from an injury sustained from the action of members of the public or users.

3 Statement of General Policy

- 3.1 M13 Youth Project will
- provide adequate control of the health and safety risks arising from work activities;
 - consult with employees on matters affecting their health and safety;
 - provide and maintain safe office and equipment;
 - ensure safe handling and use of substances;
 - provide information, instruction and supervision for employees;
 - ensure all employees are competent to do their tasks and give them adequate training;
 - seek to prevent accidents and cases of work-related ill health;
 - maintain safe and healthy working conditions;
 - review and revise this policy annually.

4 Responsibilities

- 4.1 Overall and final responsibility for health and safety is that of **Maxine Rawlings** (Chair, M13 Youth Project)
- 4.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to **Helen Gatenby** (Manager, M13 Youth Project)
- 4.3 Ensuring health and safety standards are maintained/improved is the responsibility of **Helen Gatenby** (Appointed Person/Administrator, M13 Youth Project)
- 4.4 All employees shall:
- Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to the Project Manager.

5 Youth Work Activities and Risk Assessments

- 5.1 M13 Youth Project recognises that youth work involves undertaking activities with risks associated with them, both for its employees and for the young people participating. Therefore, M13 will seek to evaluate and minimise all risks related to youth work activities and work within the office.
- 5.2 Risk assessments shall be carried out and implemented for each activity undertaken by the workers involved. Risk assessment reports shall be received by the Project Manager, who, together with the H & S Working Party, will approve any action required to remove or control the risks, ensure the action required is implemented, and check that the implemented actions have removed/reduced the risks.
- 5.3 Similarly, when hiring buildings or equipment, workers shall undertake a risk assessment of the equipment / building to ensure it is fit for use.
- 5.4 When undertaking detached work, workers shall be particularly aware of the associated risks of working outdoors, on the streets and in the dark. (See Detached Work Policy). If a worker has serious concerns about any aspect of their safety during a detached session they should liaise

with their co-worker, leave the situation immediately and report the concerns to the Project Manager.

- 5.5 When taking young people on outdoor pursuits activities or other 'high risk activities', workers shall ensure that the instructor is properly qualified to instruct young people, that the instructor or centre has adequate insurance to cover their activities and that parental consent has been obtained where appropriate.
- 5.6 The Trustees, or their delegated representative, will be responsible for ensuring the risk assessment process is carried out, identifying training courses, carrying out safety inspections and monitoring the implementation of policy. They shall monitor all accident report book entries, all reports coming under the terms set out in RIDDOR and all problems identified in supervision and staff meetings.
- 5.7 Assessments will be reviewed annually or when the work activity or environment changes, whichever is soonest.

6 M13 Youth Project Office

- 6.1 M13 Youth Project aims to provide appropriate office working space and equipment to support employees in their work.
- 6.2 Sally Jones (Administrator) will:
- Check that new equipment meets health and safety standards before it is purchased
 - Undertake an annual visual inspection of the office equipment
 - Arrange for professional maintenance of equipment where necessary
 - Undertake a COSHH assessment and ensure that identified actions are implemented
 - Undertake a fire risk assessment and ensure that identified actions are implemented
 - Inform project staff of our safe working practices and evacuation procedure
 - Test the office smoke detector weekly
 - Check and maintain fire extinguishers annually in conjunction with Brunswick Parish Church wardens

7 Information

- 7.1 The Health and Safety Law poster will be displayed in the M13 Youth Project office. Booklets providing detailed Health and Safety advice/information are available in the office (In-Tray on bookshelf).
- 7.2 Risk Assessment shall be recorded and stored appropriately within the M13 office.

8 First Aid and Accident Reporting

- 8.1 Two first aid boxes are kept in the office. The appointed First Aiders are **Gabriel Oyediwura and Vikki Osobemekun**.
- 8.2 All accidents and cases of work-related ill health are to be recorded in the red accident book (In-Tray on bookshelf) and reported to the Project Manager, who shall inform the Health and Safety Working Party.