

M13 YOUTH PROJECT Health and Safety Policy

1 Introduction

- 1.1 M13 recognises its duty of care to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of staff, volunteers and Trustees.
- 1.2 M13 Youth Project recognises that youth work carries with it various risks, to staff and volunteers, children and young people participants and members of the public. Detached youth work and working in digital/online settings can carry particular risks, as workers are not always able to control the environments in which they find themselves working. 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: including working outdoors in overly cold or overly hot environments; and digital/online settings.

1.3 Legal Frameworks and Data Protection

M13 Youth Project operates in accordance with all relevant statutory provisions to ensure the safety of its participants and staff. In addition to the Health and Safety at Work Act 1974, this policy is explicitly underpinned by: the Children Act (2004) and the government guidance, Working Together to Safeguard Children (2026) – working arrangements are outlined in our Safeguarding Children and Adults at Risk policy; and the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018. These laws regulate how we process, use, and store personal and sensitive data, ensuring that digital interactions and information management are treated with the same rigor as physical health and safety. Working arrangements for data protection are contained in our Data

1.4 Data Protection Impact Assessments (DPIA)

To identify and mitigate privacy risks, M13 Youth Project is committed to undertaking a Data Protection Impact Assessment (DPIA) whenever new digital technologies, platforms, or systems are introduced to youth work practice. This systematic process is a key part of our accountability obligations, helping us to analyse and minimise the data protection risks of a project before it begins.

The DPIA process will ensure that:

- Privacy risks to young people are identified and mitigated at an early stage.
- New digital tools are "fit for purpose" and comply with data protection obligations.
- Existing digital systems are reviewed regularly to account for any significant changes in technology or law.
- All DPIAs must be completed by the individual introducing the new technology and approved by the organisation's designated Data Protection lead.

2 Commitment to Health and Safety

- 2.1 M13 Youth Project is committed to creating a healthy and safe working environment for all of our staff and users within the office and in their working environments, as far as it is within M13's control while undertaking activities organised by M13 Youth Project. M13 is therefore concerned to ensure that it operates all its 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 undertake regular risk assessments and health and safety inspections. Confidential counselling will be made available to staff experiencing stress or following a serious incident/violence at work. The Board shall ensure that health and safety issues are always on staff supervision agendas, Board agendas and regularly reported to user groups. This policy will be regularly reviewed.
- 2.3 This policy is a public document; it is proactively shared with all staff and volunteers and is available to all participants and their parents, guardians or carers upon request or via the project website.
- 2.4 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.
- 2.5 M13 will hold annual Health and Safety training and a health and safety induction for all new staff and volunteers to ensure they can perform their jobs safely.

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 **Matt Harrison** (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** (Manager, 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 Manager.
- 4.5 This policy shall be reviewed annually and adopted by the Board. The next review is due in June 2027.

5 Arrangements: 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 staff and volunteers and for the young people participating. 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, including risks of detached youth work outdoors, in local venues/buildings and in digital/online settings. Activity risk assessments must demonstrate clear evidence that accessibility has been reviewed regarding disabilities, learning difficulties and behavioural concerns. Risk assessment reports shall be received by the Manager, who will approve any action required to remove or control the risks. The Lead Worker on the session will ensure required action 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; and to ensure inclusion and accessibility requirements are met.
- 5.4 When undertaking detached youth work, workers shall remain with their co-worker at all times and shall be particularly aware of the associated risks of working outdoors, on the streets and in the dark. (See Detached Youth 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 Youth Work Manager.
- 5.5 Any lone-working must be justified, risk assessed and agreed in advance with the Youth Work Manager. Next of kin details for all staff are to be kept in the office in a locked cabinet.
- 5.6 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.
- 5.7 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.
- 5.8 Assessments will be reviewed annually or when the work activity or environment changes, whichever is soonest.

6 Arrangements: 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 Chineze Oluwasina (Operations Manager) 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 office fire extinguishers annually in conjunction with Brunswick Parish Church wardens
- 6.3 The Health and Safety Law poster is displayed in the M13 Youth Project office. Booklets providing detailed Health and Safety advice/information are available in the office, along with an up-to-date list of trained First Aiders. These shall be maintained monthly.
- 6.4 Risk Assessment shall be recorded and stored appropriately within the M13 office.
- 6.5 All staff shall be appraised of the Fire evacuation plans. Staff shall have a Personal Emergency Evacuation Plan (PEEP) that takes account of their needs and accessibility requirements.

7 Arrangements: First Aid and Accident Reporting

- 7.1 A First Aid Needs Assessment will be conducted annually to ensure First Aid Kits are up-to-date and that we have an appropriate ratio of First Aid trained staff available on each session. Two first aid boxes are kept in the office; and each area has it's own first aid kit. The appointed First Aiders are **Helen Gatenby, Gabriel Oyediwura, Vikki Osobemekun, Nicola Powell, Mario Ralph, Robert McFarlane, Chineze Oluwasina, Abdel Sadeg, Sally Jones, Dominik Jan. The**
- 7.2 All accidents and cases of work-related ill health are to be recorded in the accident book and reported to the Youth Work Manager, who shall inform the Board. All 'near misses' – events that did not cause harm but had the potential to do so – must be reported to the Youth Work Manager and the Board, in order to identify hazards before they lead to injury for learning.
- 7.3 In the case of an incident, accident or near miss involving a child or young person, workers shall complete an accident report / first aid measures slip and inform parents/carers at the end of the session if the incident is not serious; or immediately by phone, if the incident requires medical attention, or attention from other external services (eg. Fire Services, Police, Children's Services).
- 7.4 Serious accidents and specified near misses must be reported via **RIDDOR** within 10 days of the incident (or 15 days if a worker is incapacitated for over seven days.)
- 7.5 In accordance with data protection good practice and safeguarding requirements, all accident and incident forms involving children and young people will be retained until the participant's 25th birthday. Non-statutory records will be held in line with our internal Data Retention Policy.