

Youth Space Health and Safety Policy

This policy was ratified by the Youth Work Management Group on 24th September 2009 and is to be reviewed within one year.

Introduction

This policy is written in accordance with The Health and Safety at Work etc Act 1974. The Act sets out the general duties which employers, and people in control of premises have towards their employees and others who may be affected by their work activities. It also gives employees the general duty to ensure the health and safety of themselves and others who may be affected by what they do, or pay to do.

Due consideration is also given to The Control of Substances Hazardous to Health Regulations 2002 and its amendments.

As Youth Space has a Duty of Care to its participants, its employees, its volunteers and those who use its premises we must consider making our workspace and our activities/events safe places to be for all involved and ensuring that all risks factors are considered and where practicable minimised.

Our aim is to control the hazards in and around our premises and the hazards caused by what we do.

As Youth Space (and the wider Methodist Church) is an equal opportunities organisation, for the purposes of risk management all volunteers are to be treated with the same regard as employees of Youth Space. – AS PER YOUTH SPACE VOLUNTEERING POLICY

We aim to prevent work related injuries and ill health. This is primarily explained through our open continuous process of Risk Assessment encompassing 4 stages (*Identification, Analysis, Control, Monitoring*) – SEE RISK MANAGEMENT THEORY & PROCESS

You are asked to help us maintain a health and safe work and worship environment by reporting hazards, accidents and dangerous occurrences.

Accident and Near Miss books are provided to assist in the process. – SEE ACCIDENT AND NEAR MISS REPORTING

You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises.

Youth Space acknowledges that some risk is inherent in activities and that the risk of accidents can never be completely removed. Therefore, we are committed to providing training and provision for the occurrence of accidents and emergency situations. – SEE PROVISION FOR ACCIDENTS AND EMERGENCY SITUATIONS

The administration of the Risk Management process is to be undertaken by the Cardiff Circuit Youth Worker (Ian Thomas) as the appointed representative for Health and Safety at Youth Space and as delegated this responsibility by the Youth Work Management Committee. However, the final responsibility for the management of risk still rests with the Youth Work Management Committee.

Risk Management Theory

Risk Management must be a cyclic process and is seen to have four stages

1. Risk identification

Identify all the factors, events and situations that could present a risk to the organisation.

2. Risk Analysis

Sort, score and rank risks as the basis for making decisions about how to handle them, considering likelihood and potential impact.

3. Risk Control

Develop strategies and methods to avoid risks or minimise their impact, and fall back (contingency) plans for managing bad and worst case scenarios.

4. Risk Monitoring.

Monitor and review risks to determine whether the risk control actions under 3 above are effective, and whether their nature and/or likelihood has changed over time.

The risks and safe working practices should be reviewed at least annually and where major changes in the operating environment become evident.

The Risk Management Process

Youth Space aims to undertake a continuous process of Risk Assessment which encompasses the phases of Risk Management described above.

The administration of the Risk Management process is to be undertaken by the Cardiff Circuit Youth Worker as the appointed representative for Health and Safety at Youth Space and as delegated this responsibility by the Youth Work Management Committee. However, the final responsibility for the management of risk still rests with the Youth Work Management Committee.

To facilitate the Risk Management Process all processes, events and roles are to have their risks formally assessed, and in addition an informal risk assessment should take place prior to any non-standard activity with a short report of this situation being returned to the Cardiff Circuit Youth Worker on behalf of the Youth Work Management Committee as the body responsible for the safe undertaking of all Youth Space activities/events as delegated by the Cardiff Methodist Circuit Meeting.

All common roles and tasks are to have a risk assessment and where practicable a statement of Safe Working Practice put in place.

As per Youth Space Volunteer Policy all employees are to be introduced to relevant Risk Assessments, methods of safe working practice and COSHH Datasheets during their induction and probation periods and at any time when the duties of their role is revised. COSHH Safety Datasheets should be stored on file and be available where any product registered under this system is stored/in use.

All relevant, current, risk assessments, methods of safe working practice and COSHH safety datasheets should be made available at all times to employees whilst working for Youth Space as well as on the Youth Space Website to aid in their familiarisation with Youth Space working methods prior to commencement of their employment.

Accident and Near Miss Reporting

To assist in the monitoring of all accidents and dangerous occurrences an Accident Book is to be kept for all Youth Space activities and the use of Youth Space premises. Monitoring of workplace accidents/incidents is essential. It helps spot trends and pinpoints areas of concern. As well as investigating individual accidents safety reps should arrange for all accident reports to be collated and reviewed on a regular (at least annual) basis at Youth Work Management Committee or other suitable forum. This provides an opportunity to learn from the accident history, to identify the common types of accident and to discuss what can be done to prevent future accidents.

Furthermore, many events can occur that were circumstances slightly varied would have become an accident. To further minimise the occurrence of accidents a record of all Near Miss Events is also to be kept and reviewed in the same way as accidents.

Provision for Accidents and Emergency Situations

At all Youth Space activities there shall be provided a suitably equipped First Aid Kit as a minimum following the current HSE Guidelines but also allowing for the activities being undertaken.

Youth Space shall always have at least one employee who is trained to First Aid at Work or an equivalent. There shall also be a suitable number of other persons who are Appointed First Aiders.

During events involving the wider public the guidelines contained within “The Event Safety Guide (Purple Book) published by the HSE” shall be followed to ensure suitable and sufficient provision for First Aid to maintain duty of care to participants, employees and the general public.

All food preparation areas shall also be provided with high visibility dressings and suitable over-gloves to maintain food hygiene standards.

As per the Volunteer Drivers Policy, all volunteer drivers shall carry a suitable vehicle first aid kit and as soon as possible undertake to complete a course to become First Aid Appointed Persons.

Food Specific Regulations

As a church hall we are currently exempt from the requirement to register with the local environmental health office as a food producing agency.

However, we will endeavour to follow best practice provided by the Local environmental Health Officers and Food Standards Agency. In particular by regularly analysing and recording implement and maintain a food safety management system based on Hazard Analysis Critical Control Points (HACCP) principles to ensure the food produced from their premises is safe to eat.

Other Health and Safety Matters

All staff and volunteers will be provided with the information contained on the HSE Card (www.hse.gov.uk/pubns/law.pdf) entitled “Health and Safety Law – What you need to know” as recommended by the HSE within their induction pack.

A copy of the Cardiff Methodist Circuit Public Liability Insurance Policy (being the insurance covering Youth Space Projects) will also be available in all areas where Youth Space activities are being undertaken.

All Fire assessments and Fire evacuation policies shall be considered as “Risk Assessments for the occurrence of the case of Fire” and as such shall be subject to the analysis and review process as described above for all Risk Assessments.

It is noted that some activities of the staff and volunteers will be considerable as Lone Working and shall be risk assessed as such according to the guidelines for lay workers in the Methodist Church.

Appendix1 – Sources and further reading

<http://www.volunteering-wales.net/index.html>

<http://www.wcva-ids.org.uk/vac/1111>

www.HSE.gov.uk/legislation/hswa.htm

<http://www.hse.gov.uk/riddor/riddor.htm>

www.hse.gov.uk/pubns/law.pdf

www.churchsafety.org.uk