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| Policies & Procedures |
| Title: Health and Safety |
| Policy Owner: Trustees |

HEALTH & SAFETY POLICY

Policy Statement

Fun 4 Young People (F4YP) Ltd. (F4YP) accepts unreservedly the aims and provisions of the Health and Safety at Work etc. Act 1974 (“HSWA 1974”) and any additions or amendments to it, and seeks to enlist the support of all its employees towards achieving these ends.

The Board of Directors and its agents recognise that we have a duty to provide and maintain a safe and healthy environment for our employees, voluntary staff, guests, contractors and all users of F4YP.

The HSWA 1974 places a legal obligation on F4YP Personnel and service users to take reasonable care for the health and safety of all persons using the premises. It must be appreciated, therefore that any act of irresponsibility which causes danger or potential for danger will not be dealt with lightly.

It is also vital to note that the Act makes it a criminal offence if anyone interferes with or misuses articles provided for health and safety: e.g. fire alarms, fire extinguishers, first aid equipment and materials, machine guards, lifts or safety signs.

It is the responsibility of every individual, whether or not employed by F4YP to immediately report to Management any potential or actual danger or any dangerous act.

It is recognised that the help of all our staff and volunteers is required in order to identify and assess all the potential hazards and risks to health from substances and equipment used in the variety of our operations.

To assist the Line Managers to ensure that all the substances and equipment used in the area under their control are as safe as is reasonably practical, each member of staff is expected to check their equipment and bring to their Line Manager’s attention any apparent defects or deficiencies.

It is the responsibility of F4YP Personnel to be fully aware of how to operate all equipment used for service delivery, whether our own or being provided by a third party, and to ensure that that equipment is fit for purpose.

It is the responsibility of F4YP Personnel to ensure activity Risk Assessments are followed and regularly updated.

The success of this Health & Safety Policy depends on the co-operation of all concerned in order to achieve the highest possible standards of Health, Safety and Welfare. The final level of responsibility is that of each and every individual.

Procedures

1. Duties of all F4YP Personnel

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a) All F4YP Personnel i.e.; Trustees, employees, contractors and volunteers must observe the statutory safety regulations.

b) All F4YP personnel should be aware that the HSWA 1974 also imposes duties on them, these duties are contained in clauses 10 and 11, summarised as follows and as it affects.

c) It will be the duty of all F4YP personnel while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

d) To make themselves familiar with, and conform to the F4YP Health & Safety Policy.

e) To observe safety rules at all times.

f) To wear the appropriate protective equipment and clothing provided by F4YP whenever it is deemed necessary.

g) To have regard to all instructions given by trustees, CEO, line manager or others and share the responsibilities for Health and Safety.

h) To report all accidents, damage to property and 'near misses' to the Head of Operations whether persons are injured or not.

i) To report all hazards to the Head of Operations.

j) To keep the workplace tidy and free from hazards.

k) To be conversant with emergency procedures

l) To know the location of first aid/fire equipment.

m) To ensure that, at all times, means of access and exit ways are available and free from obstruction.

5. Safety of Visitors and General Public

a) Every effort must be made to ensure that there is no risk to the Health and Safety of visitors or members of the public when on property under control of F4YP.

b) F4YP Personnel should at all times give such assistance to visitors as is necessary. They must be aware of any known hazards and protect accordingly. In the event of any emergency, visitors should be guided to a place of safety.

6. Special Arrangements of Emergencies

ACCIDENTS

a) The Notification of Accidents and Dangerous Occurrences Regulations require all accidents to be reported. For this purpose accident report books are available on all sites.

b) All accidents requiring alterations to risk assessments should be reported to Head of Operations via email immediately who will advise next course of action.

c) All accidents requiring first aid should be recorded on First Aid forms and uploaded to CHIPs and automated notifications are sent to CEO.

c) It is a requirement that all major accidents involving serious injury or death (RIDDOR) are reported within published guidelines to the Health and Safety Executive by telephone or online. The responsible person for ensuring this is carried out is the Chief Executive.

FIRST AID

a) All F4YP provision should have a qualified first aider present.

b) F4YP will provide adequate equipment to enable first aid to be rendered to the staff or service users if they receive injuries at F4YP. Some venues used by F4YP may have their own first aid supplies, these are not to be relied upon.

c) Some venues may have defibrillator machines available these can be used in emergency situations.

c) Staff first aid training to be kept up to date and sufficient cover ensured at all times.

FIRE

a) All premises used by F4YP should have a fire evacuation plan which must be followed in the event of a fire.

b) In a fire emergency, priority must be given to the evacuation of the buildings and on no account should persons be allowed to re-enter the buildings until it is safe.

c) The Fire Marshall or senior staff member on site is responsible for taking roll calls to account for all building occupants under their control.

d) Firefighting with the emergency equipment should only be attempted within the limits of safety, ability and suitable training. Always ensure the correct appliance(s) are used for fighting any particular fire.

7. Working Conditions

In all aspects F4YP will attempt, whenever possible, to remove or reduce hazards as and when they become apparent.

It is the policy of F4YP that staff working with computers for a significant time must complete a Workstation self-assessment. These will be conducted at the start of employment, although an employee can complete one at any time.

PROTECTIVE EQUIPMENT

a) On some tasks, inherent hazards require personal protective equipment (PPE) in an attempt to guard against injury.

b) In the interests of personal health and safety, all F4YP Personnel are reminded that this equipment is issued for their own protection and that they have a duty to wear it when the situation demands.

INSPECTIONS

A safe and healthy working environment is best achieved by the full co-operation of all concerned in the day to day activities. In order to foster this co-operation, F4YP personnel are expected to be constantly alert in the working environment and should review and update regular risk assessments regularly

8. Hazardous Substances (COSHH)

All F4YP personnel are required to read any COSHH data relating to substances used and asked to pay particular attention to:

- a)** Where they are stored.
- b)** How they are stored.
- c)** How they are labelled.
- d)** How they are used.
- e)** How they are moved from storage to use.

All staff using or handling hazardous substances will receive regular COSHH training and information.

9. Electrical and Mechanical Equipment

Wherever practical and before switching on (if possible first disconnect the plug) check for: -

- a)** Damage to the electric cable, e.g. cuts, abrasions, fraying.
- b)** Damage to the plug, e.g. the casing is cracked or the pins are bent.
- c)** The outer covering of the cable is not being gripped where it enters the plug or equipment. Look to see if the coloured insulation of the internal wire is showing.
- d)** Damage to the outer cover of the equipment or obvious loose parts or screws or sharp edges.
- e)** Overheating (burn marks)
- f)** F4YP supplied equipment should have an in-date PAT test sticker and be checked every 3 years (new equipment will not be tested until the next due date. If you are unsure whether to use equipment check with Head of Operations).

10. Issue and Revision of this Policy

- a)** Copies of this Policy will be available to all F4YP personnel.
- b)** The contents of this Policy as it affects new starters, will be brought to their attention during their induction programme
- c)** This Policy will be monitored, and reviewed comprehensively on an annual basis by the trustees. If circumstances occur requiring ad hoc changes to the policy, these will be considered by the CEO and made prior to the scheduled review as required.