

The Source Young People's Charity

Name of policy: Health & Safety Policy

Date approved by Board of Trustees: July 2019

Date this policy will be reviewed: June 2021

Person responsible for this policy: Director

NOTE

The Source is situated on two discreet sites. Unless specifically stated the policy applies identically to both sites. Where differences occur the document will confirm arrangements at each site/premises by designating The Source premises at 2nd Floor, Imperial House, 2 Grosvenor Road (entrance on Barrack Road), Aldershot, Hampshire GU11 1DP as **Site 1** and the premises at Unit 17, Quartermasters Stores, Browning Barracks, Aldershot, GU11 2BU as **Site 2**.

Aim of the Policy

The Source is committed to the Health and Safety of the volunteers, staff and users of the Sites. This policy sets out how The Source will work to create a safe environment in which to work and relax.

The Source will endeavour to create a working environment in which there is an awareness of the importance of working and behaving in a way which is safe. The Source will encourage volunteers and users to have regard for the welfare of themselves and others. This will be achieved through the training of the staff, monitoring practice and by controlling the behaviour of the users in an appropriate manner.

The Source will make its staff and volunteers aware that they have a legal duty under the Health and Safety at Work Act (1974) to

- “take reasonable care for the health and safety of themselves and others”
- “co-operate with The Source in efforts to comply with the Act”
- “not interfere with or misuse anything provided in the interests of health, safety and welfare”

This includes staff and volunteers ensuring that

- They know how and when to get help or support.
- If they feel uneasy about anything they act straight away, which means telling their line manager or team leader or responding to the emergency presented.
- They wear clothing and footwear appropriate to their task,
- They do not give out their own or another staff or volunteer's home telephone number.
- They are responsible for their personal belongings,
- They do not bring large sums of money or valuables to the *Source* at either of its Sites.

Laws and regulations

The Source recognises Rushmoor Borough Council responsibility in matters relating to Health and Safety and is committed to working with officers to achieve a legally compliant and safe environment.

Building and equipment

The Source will ensure that the building structure and the equipment within in are safe, clean, well maintained and appropriate to the function for which they are intended at both Sites.

Appointed Health And Safety Representatives

The Director – is responsible for the health and safety of The Source. On occasion this responsibility may be delegated to the team leader or other Project Co-ordinators.

ARRANGEMENTS

These arrangements set out the health and safety provisions for The Source and are to be used alongside other current procedures and policies.

Emergency Procedures

FIRE - Each staff member and volunteer receives fire awareness training during their induction.

Evacuation at Site 1 – On hearing the alarm bell evacuate the building immediately and assemble in Upper Union Street.

Evacuation at Site 2 On hearing the alarm bell evacuate the building immediately. Exit the building via the fire door in the workshop (Unit 17) and assemble outside the building in the car park. Other fire exit routes are clearly marked.

Exits - should be kept clear and unlockable from the inside at all times the building is occupied. Exits and escape routes are clearly signed.

Alarms - on discovery of a fire, raise the alarm immediately. Only tackle the fire if it is safe to do so.

Extinguishers - Staff and volunteers will be made aware of how to use an extinguisher and which type to use in which situation. Extinguishers are serviced six monthly under a contract with Hampshire Fire Protection Limited.

Violence and Aggression

Young people who are violent or physically or verbally aggressive will be asked to leave The Source premises. If necessary the Police will be called. The team on duty will decide and inform the young person for how long they will be banned from The Source. In order to monitor violent and aggressive incidents, a monthly summary will be completed. If there are an unacceptable number of incidents, action will be taken to reduce the number in order to ensure that The Source is a safe and stress free place to work and relax.

Drugs and Alcohol

The Source is a drug and alcohol free zone. Young people or volunteers bringing these substances on to the premises will be asked to leave in accordance with the drugs and alcohol policy.

First Aid

On every team at The Source there will be an appointed first aider who has received training in how to give first aid. In the event of an accident the team leader would take charge of the situation, decide whether to call an ambulance, the Police etc.

The First Aid kit is kept in the kitchen on Site 1

The First Aid kit is kept in the workshop on Site 2

Needle Stick Injuries - infection caused by being pricked by a dirty needle can lead to contraction of HIV, Hepatitis B or C. A yellow sharps box is kept in the office on Sites 1& 2 in case any needles or other instruments are found and need safe disposal. If someone sustains a needle stick injury, they should follow this procedure:-

- Put the needle in the sharps box.
- Wash off any splashes on the skin and wash the wound. Do not suck the wound.
- Seek **immediate** medical attention at the nearest Post Exposure Prophylaxis Centre.
- Encourage bleeding if the skin was broken.
- Report the incident and fill in the accident book.

Reporting Accidents

Any accident, incident or injury involving staff, visitors, young person or contractor is to be reported and recorded in the record sheet held in the administration office for Site 1 and the workshop for Site 2. When there has been any injury to a young person ensure that it is both recorded and witnessed. Where necessary the Project Manager will report these accidents to Rushmoor Borough Council.

Reporting Incidents

The following incidents need to be reported by completing an incident form which is in the administration office for Site 1 and the workshop for Site 2. The Project Manager will then report these incidents to the relevant authorities as necessary;

- Incidents such as sickness or injury sustained as a result of any activity undertaken whilst at The Source or in the course of carrying out duties associated with services provided by The Source which incapacitates for more than 3 days
- Reportable diseases
- Complaints from neighbours or the public
- If an occasion arises that Police have to be called

- If property is confiscated
- If there is a fight, bullying or aggressive behaviour, accusations by a young person against another young person or adult
- A near miss or dangerous occurrence or anything else out of the ordinary

RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences)

The Source has a legal duty to report the following to Rushmoor Environmental Health Office:

- A major injury – such as fractures, amputation, loss of an eye, admission to hospital for more than 24 hours.
- An accident resulting in the injured person being away from work for more than three days.
- A disease which a doctor notifies you as reportable.
- A dangerous occurrence – a near miss which could have been very serious

Rushmoor Borough Council must be telephoned without delay and followed up with an accident form within 10 days.

Manual Handling

Where possible the need for manual handling will be avoided. Volunteers will not generally be expected to move heavy equipment or goods.

Electrical Safety

The safety of the fixed electrical wiring installations at both Site 1 and Site 2 are the responsibility of the landlord but we have a duty to raise any issues arising as soon as practicable and this should be done through the Project Manager.

Electrical equipment – donated equipment is checked prior to accepting it and using it. All electrical equipment is checked regularly (visually) during the Health and Safety checks.

COSHH – Control of substances hazardous to health.

Under the Control of Substances Hazardous to Health Regulations 1992 (COSHH) employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. Where such substances cannot be avoided a risk assessment will be carried out.

All employees and volunteers shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used (e.g. water based markers, non-solvent based correction fluids and safe cleaning products). If there is no way of avoiding the use of hazardous substance or materials, employees and volunteers must use the substances in a well ventilated environment away from other workers, and use proper protective equipment which shall be made available.

At all times levels of ill-health related to exposure to hazardous substances at work will be monitored. Accidents arising whilst using hazardous substances must be recorded in the accident book.

Storage

Staff and volunteers are responsible for looking after any personal belongings brought onto the two sites.

Training and Information

All volunteers will be given basic Health and Safety Training by The Source. All volunteers will receive a copy of this policy. Where applicable to their task volunteers will receive additional external training, e.g. Basic Food Hygiene, First Aid Training, etc.

Risk Assessment and Management

Risk assessments for each activity at The Source will be carried out annually and documented. If there is a change to an activity or an additional activity a risk assessment will be carried out.

Pregnancy – for volunteers who are pregnant, guidance from the Pregnant Women's directive will be sought and a risk assessment carried out.

When clients are present at Site 1, a minimum of two staff/volunteers is required in the building. Lone working with clients or their families will not be allowed except in exceptional circumstances approved on a case by case basis by the Director.

At Site 2 a minimum of one workshop trainer and one youth work volunteer is required when young people are attending the workshop for training sessions. Lone working at the workshop by mechanics will not be allowed unless approved on a case by case basis by the Director.

Safeguarding

Please refer to the separate Safeguarding policy

Stress

The Source recognises that working with young people can be stressful. Due attention will be given to the various causes of stress in this environment. The Source is committed to reducing stress levels and will listen carefully to staff and volunteers and observe stress flash points in order to respond appropriately.

Induction training

Health and Safety is an important part of the induction training each volunteer receives.

Hazardous And Off Site Activities

Off Site Activities

- Planned off site activities should follow the risk assessment including transport, parent/guardian consent, etc.

- For non-planned off site activities, for example responding to an emergency, tell someone responsible where you are going and roughly how long you will be, take a mobile if possible, do not take personal, risks. Call 999 if in doubt.
- "Spontaneous" off site activities need to have a quick risk assessment done prior to leaving the *Source* building. Who, where, when, why and for how long will need to be recorded.

Marking Property

Moveable property will be marked as belonging to The Source to deter theft and help detection in the event of its loss.

Smoking

Smoking is only permitted outside The Source premises at either Site.

Cash Handling Procedures

Will be arranged to limit potential risk to those handling the money.

Insurance

The Source has a £5 million Employer's liability insurance policy with Victor Insurance.