



Braintree Youth Project Charity

Staff/Volunteer Health and Safety Policy

Introduction

BYPC is committed to establishing and maintaining a safe and secure environment within its premises and all premises which it uses. It will ensure in so far as is reasonably practicable the health and safety of all its volunteers, young people, staff and all other individuals who visit BYPC premises.

Statement of Intent

BYPC, as a recognised Charity, (Registered Charity No: 1139014) acknowledges and accepts its responsibilities and duty to provide a safe and robust environment for all volunteers, staff, young people and outside users who visit and use our premises, attend our events, or require our services.

BYPC works within the law at all times and therefore all necessary steps will be taken to ensure that we comply with and work within the framework of the Health and Safety at Work Act 1974. BYPC also follows and adheres to the requirements laid down in the Management of Health and Safety at Work Regulations 1999, to ensure that risk assessments are carried out, in order to reduce any obvious risks in its premises. In relation to fire safety, BYPC adheres to the Regulatory Reform (Fire Safety) Order 2005, to ensure safety against fire risks.

Responsibilities of Staff and Volunteers

Every volunteer, member of staff, young person and any other outside visitor must remember that there is a personal responsibility under this Policy and under the above mentioned legislation, to take reasonable care and precaution when using premises of BYPC.

All volunteers and staff have a legal duty also to ensure that reasonable care is taken, both physically and mentally for themselves and others around them, who might potentially be affected by what BYPC does. Everybody must co-operate with BYPC at all times, whilst on premises where we operate from, for the purposes of Health and Safety, meaning all Fire Safety, First Aid and Risk Assessment elements must be adhered to.

Every volunteer and member of staff must familiarise themselves with this policy and be aware of its content, in particular knowing what to do if an issue did arise. This Policy should be read in conjunction with the Risk Assessment Policy of BYPC, as both collectively deal with arrangements for Health and Safety issues.



Safety Procedures

All volunteers and staff will pay close attention to the following:

- The dangers of wet floors and any other obvious risks of young people or adults harming themselves;
- The designated exits in the building which are to be used, if the building needs to be vacated in the event of a fire;
- The informative Health and Safety Law poster which will be displayed at the premises where BYPC operates from;
- The location and storage place for the First Aid box and Accident Book and ensuring that there is always at least one designated person who is trained to deal with an incident;
- All BYPC items must be in fully working and good order, for the purpose of using them for events and Youth sessions. They must be non-toxic and checked on a regular basis;
- There must be nothing obvious and visible which could potentially cause harm to any volunteer, staff member or young person;
- All items which are considered to be of adult use, e.g. kettles, toasters must be out of the reach of the young people, unless they are a volunteer themselves;
- All scooters and mopeds will not be allowed inside the premises and must be safely parked outside;
- The implementation of the Drugs and Alcohol Policy of BYPC and the right to exclude anybody from the premises, who is not complying with it;
- The required actions necessary, as set out in the BYPC Risk Assessment Policy, which must be taken if an accident or incident occurs on BYPC premises, or during an event which BYPC is directly responsible for;
- Take note of any signage that has been displayed around the premises, and make sure the signs are being adhered to i.e sanitising hands before using the premises.

Work With Young People

BYPC understands that at times, working with young people may present and bring with it challenges. Although it is tempting to retaliate when tested, BYPC volunteers and staff must ensure that they behave in a suitable way, remaining controlled and calm. If you feel that this is not possible, you should refer the problem to another member of BYPC and leave the testing situation immediately. Any outbursts made could have a significant long term effect on how BYPC is viewed by everybody.

BYPC volunteers and staff must be aware of all the policies implemented by BYPC, in particular 'Managing Challenging Behaviour' and of the necessary actions which should be taken if a challenge or problem is presented. At all times, the safety of everybody who uses the premises of BYPC is paramount and incidents must be dealt with in the appropriate manner.

Braintree Youth Project Charity

Registered in England no. 7437568 registered with the Charity Commission no. 1139014

Registered Office: Fountain Cottages, 2 St Michaels Road, Braintree, CM7 1EX



Any problems that are presented and are a cause for concern should be reported to the Youth Centre Manager as soon as possible, so that it can be dealt with accordingly.

Reporting Incidents

Any incident affecting the health and safety of a volunteer, staff member, young person, or anybody else using BYPC facilities and which actually causes harm, must be recorded in the Accident Book. All staff and volunteers must ensure that they are familiar with the procedure laid out in the Risk Assessment policy of BYPC and fully comply with all of its requirements, in the event of an incident occurring.

The procedure involves recording the incident in writing, by putting an entry into the Accident Book, recording the details of the incident and the date and time of its occurrence, in accordance with the Health and Safety legislation. An incident report form must also be completed fully and a full record of the incident must be kept.

The Lead Volunteer running the Youth session must ensure that they carry out basic health and safety checks of the premises, before opening it up to the young people and also once the session has finished. This takes the form of a simple walk around the premises and filling in the opening or closing checklist. The checklist can be found in the BYPC Risk Assessment Policy.

Any incident which is seen to be affecting the health and safety of volunteers, staff or young people must be reported without delay to the Youth Centre Manager.

Cleanliness of BYPC

After each session, the session leader must ensure that the BYPC premises are left clean and tidy, by ensuring that the premises are vacuumed at the end of every session and any waste has been disposed of correctly. The Centre Manager will regularly check that cleaning equipment is readily available, including but not limited to; cloths, cleaning products and antibacterial wipes. The Centre Manager will also ensure that all bins in the premises are emptied on a weekly basis, and will give the kitchen a deep clean on a monthly basis.

COVID-19 Measures

The following measures have been put in place to ensure a safe environment is provided for all users of the BYPC premises during the COVID-19 outbreak.

- Upon entering the building hands must be washed (for at least 20 seconds) and dried using the soap and disposable hand towels which have been provided.
- Frequent cleaning is to be done of high touch objects and surfaces. This includes, but is not limited to tables, door handles and light switches.
- New pedal bins have been purchased for the disposal of any waste, including but not limited to sanitary waste, recycling and food waste.

- When using the kitchen, please try and only touch the equipment you intend to use, and make sure it is washed thoroughly/ disinfected after use.
- Social distancing is to be maintained as best as possible when using the facilities, and it is recommended to use face coverings where possible.
- Hand sanitiser will be provided in several locations throughout the building to try and break the chain of possible contamination as much as possible. But it is also advised to wash your hands using antibacterial soap when possible.
- Please ensure that when using the toilet, that the flushing handle, taps and light switch pull cord are wiped down using an antibacterial wipe after use.
- At the end of the working day, ensure that all personal items and rubbish have either been taken home or put in the pedal bins provided. Please also ensure that all high touch surfaces and objects are disinfected, this includes but is not limited to tables, door handles, arm rests, front door handle, and light switches.

Training

All BYPC volunteers and staff must be fully up to date with any training required by them and they must be prepared to attend future study days or sessions, in order to ensure that they are fully aware and understand the elements of health and safety, risk assessment and first aid. All policies will be reviewed and updated on a regular basis and BYPC will ensure that it is fully compliant with its requirements.

Drugs and Alcohol

BYPC adopts a strict 'No drugs, No alcohol policy' at all times on its premises and at all other BYPC events. Anybody trying to abuse this will be dealt with in the appropriate and correct manner, which means being excluded from the premises.

Approved April 2021