

Gilberdyke Youth Project Health & Safety Policy

Gilberdyke Youth Project is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors.

To ensure this, Gilberdyke Youth Project is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance is provided on the safe handling and use of substances
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

Gilberdyke Parish Council is ultimately responsible for this Health & Safety Policy and the practices of Gilberdyke Youth Project.

The Council's role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health & Safety training

Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Gilberdyke Youth Project with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into any Gilberdyke Youth Project activity or session, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression
- Attend and participate in training as required
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits

Accident Reporting

It is the responsibility of the Youth Project Lead to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents and 'near misses' are recorded on an Accident Form and then logged in the Accident Book. Copies of Accident Forms are kept in the Youth Work file and the Accident Book is kept in Youth Workers bag
- All accidents will be investigated by the Youth Project Lead and a note of the investigation will be made on the relevant Accident form
- Corrective action is taken to prevent a reoccurrence
- Report forms and full details of reportable accidents and incidents are kept and maintained

Procedures and Guidelines

Whilst the Parish Council has overall responsibility for Health & Safety, the Health & Safety Officer is responsible for co-ordinating the day to day implementation of the Health & Safety Policy and procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues
- Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health & Safety issues or incidents to the Board
- Ensuring that Health & Safety information is included in new volunteer inductions

Health & Safety Officer

- The Health & Safety Officer is Jake Wilde, as Clerk to Gilberdyke Parish Council

First Aid

- The First Aid Officers are Fiona Rainforth and Josh Forster
- The First Aid kit is regularly checked and restocked by the First Aider
- The First Aid box is kept in the Kitchen at Gilberdyke War Memorial Hall
- The Accident Book is in a confidential, secure place and Accident Forms are available from the Kitchen at Gilberdyke War Memorial Hall

Fire Safety

- The Fire Safety Officer is Fiona Rainforth
- The Fire Safety Officer will ensure that all workers receive information about Fire Regulations and that fire drills are held regularly
- The Fire Alarms are owned and operated by Gilberdyke War Memorial Hall
- The Fire Extinguishers are in the Main Hall, Conference Room and Kitchen
- Fire Drills will be held every term
- The Fire Exits are in the Main Hall and to the rear of the Conference Room
- The Emergency Assembly Point is Gilberdyke War Memorial Hall car park

Insurance

Gilberdyke Parish Council is responsible for ensuring that Gilberdyke Youth Project has appropriate insurance. This currently provided by:

Zurich Insurance
Policy number
Claims telephone number

Risk Assessment

All Gilberdyke Youth Project's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers, including the worker supervising the activity, kept by the Clerk, as the Health & Safety Officer, and regularly reviewed and updated.

Whilst every risk assessment is different, they must all cover:

- Consent and information forms for young people
- Information and emergency contact details for workers
- Continuous implementation of Gilberdyke Parish Council's Child Protection Policy and Procedures
- Regular checking of all equipment (including the First Aid kit and Fire Alarms) and premises used by Gilberdyke Youth Project
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities

A risk assessment template is included below:

Hazard	Risk (how serious x how likely) 1 = low (not serious/unlikely) 5 = high (serious/likely)	Who is likely to be harmed	Control Measures	Risk after Control Measures